



CULTIVATE COLLABORATIVE COMMUNITIES

Development Manager Job Description GMCC

Organization Summary: GMCC has a 117-year history collaborating with communities to make a positive impact throughout Minnesota. Our initiatives and programs have included advocacy and education around equity and poverty; volunteerism and service learning; mentoring and youth development; support services for seniors; and food security. Today, GMCC is an entrepreneurial organization that partners with the communities most impacted by a challenge or opportunity to co-design and lead a response. We work in the areas of youth, food, and well-being.

Type: exempt, full-time, estimated 40 hours per week

Hours: generally 9-5 or 10-6

Reports to: GMCC Executive Director

Direct Reports: None

Start Date: ASAP

Application deadline: Accepting applications on a rolling basis with a deadline of November 30th

Pay: \$48,000 - \$53,000/year

Role Overview: The Development Manager will work in collaboration with one other Development Manager, the Executive Director, and other colleagues to set and execute the organization's development strategy, which includes government funding; individual donations; and private and corporate foundation grants, and sponsorships. Development Managers will serve as ambassadors for the organization to external constituents.

Core Initiative/Program Development and Grant Proposal Writing 45%

Work with initiative/program staff and organizational leadership to develop fundable initiative concepts and create and execute a strategic plan for the cultivation, solicitation, and stewardship of private and corporate foundation funders and sponsors.

- Co-design fundable projects and initiatives that tie to the organizations mission and vision
- Develop organizational partnerships key to securing funding and executing impactful initiatives
- Maintain a grants calendar that includes renewable and potential funding sources and ensure deadlines are met
- Prospect potential opportunities for funding ongoing, new, or expanded efforts
- Write and submit grant proposals in response to RFPs
- Maintain relationships with program officers at corporations and foundations

- Support sponsorship opportunities, in particular for Minnesota FoodShare's March Campaign

Individual Donor Relations 30%

Cultivate and steward current and prospective major individual donors with curated strategies.

- Maintain a portfolio of major individual donors to the organization; ensure proper follow-up and regular contact with major donors
- Support other staff in maintaining portfolios for cultivation and stewardship of individual donors
- Work with GMCC staff to develop curated major donation asks for initiatives and priorities of the organization
- Develop and execute a strategy to support the acquisition and increase of major donors
- Properly record and prepare regular reports related to major gift cultivation, stewardship, and contacts

Communications 15%

Work with GMCC staff to create and execute a plan for engagement, cultivation, solicitation, and stewardship of current and potential donors to the organization.

- Plan and execute mass solicitation strategies including mail, email, and phone banking
- Co-develop and execute direct mail appeal strategy and schedule
- Plan and oversee cultivation events for annual fund donors
- Support collateral content creation (annual report, podcast, video)

Administration 10%

- Develop and maintain documentation on infrastructure, processes, and procedures
- Make meetings notes and complete follow up
- Other duties as assigned by the Executive Director

Qualifications

- Willingness and ability to keep a flexible schedule, including working some evenings and weekends and hours that fluctuate based on grant deadlines
- Ability to work independently, take initiative, and track and meet goals
- Attention to detail and ability to organize and prioritize multiple tasks
- Ability to meet deadlines
- Interest in non-profit development and fundraising
- Knowledge of basic database, Microsoft Office functions, and G-suite functions
- Ability to think critically to solve problems and thrive on challenges
- Ability to maintain and support confidentiality
- Experience and competence working with people from backgrounds other than your own
- Committed to equity, social justice, and building intercultural skills
- Excellent interpersonal skills and interest in building interpersonal connections
- Ability to participate as a team player in achieving department and organizational goals

- Excellent writer and experience communicating key messages to potential donors or constituents
- Ability to communicate clearly and diplomatically, both orally and in written form, with people from various backgrounds

How to Apply

GMCC works with Oasis DEG for Human Resources and Recruitment. Go to www.oasisdeg.com and enter the following credentials:

1. Username: GMCC
2. Password: applicant
3. Use myoung@gmcc.org for the hiring manager's email when prompted
4. With your application please include a résumé, cover letter, and three references.