



Development Manager

Literacy Minnesota is seeking an individual for a full-time **Development Manager** position. This new, benefits-eligible position is 40 hours per week or 1.0 FTE. Literacy Minnesota is a nonprofit organization dedicated to improving literacy through education, community building and advocacy.

Position Overview: The **Development Manager** will be responsible for implementing strategy for fundraising activities at Literacy Minnesota. The purpose of the role is to help the organization build new and deepen existing donor relationships to secure funding and support for the mission of sharing the power of learning through education, community building and advocacy. The Development Manager will collaborate with the Development Director and other team members to develop an annual fundraising plan and will take the lead on implementing parts of the plan, working collaboratively across the organization to meet established goals and timelines. This position focuses on the annual fund, grants, major gift support, donor database management and special events.

The position reports to the Development Director and supervises a Donor Relations Assistant and a Grant Writer and/or contract grant writers. Work environment consists of a typical office environment; time spent on the computer is approximately 75%. This position requires the ability to be multi-site and travel within the Twin Cities metro area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific responsibilities of the **Development Manager** include, but are not limited to:

Annual Fund and Major Gifts Support – 50%

- With the Development Director, play a key role in annual fund strategy development and implementation. Annual fund strategies include direct mail and online appeals, donor communications and fundraising events. The position includes managing staff and board giving campaigns.
- Become agency's donor retention champion by leading efforts to implement donor retention strategies and best practices.
- Partner with Development Director and volunteers to maintain donor prospect lists and donor portfolios. Facilitate exploratory and thank you phone calls; implement other strategies to steward donors and cultivate relationships.
- Conduct prospect research and qualify top prospects and communicate findings to the fundraising team. Partner with the Development Director to plan agendas for meetings of fundraising volunteer leaders. The role includes building relationships with fundraising volunteer leaders and helping ensure fundraising volunteer leaders are engaged and supported.
- Partner with the development and communications team to plan and implement activities that engage supporters in the mission, which includes seeking sponsors for special events.

Grants – 30%

- Maintain Literacy Minnesota's grants calendar and ensure proposals and reports are submitted on time. Prospect for new corporate and foundation funders.
- Partner with Literacy Minnesota staff to strengthen relationships with funders and pursue new funding opportunities.
- Draft compelling grant proposals and provide editing and support with other proposals and reports.
- Engage and work with contract grant writers as needed.

Donor Database Management – 15%

- Oversee Literacy Minnesota's donor data and database processes. Ensure continuous improvement with database systems to streamline reports and to transition the organization to using the database for strategic donor engagement and major gift work.

- Together with the development team, enter and maintain data related to donors, prospective donors and giving.
- Create database protocols and systems to ensure timely gift entry, processing and acknowledgments.
- Oversee donor lists generation and fundraising reports to prepare for mailings and to inform development strategies.

Other – 5%

- Represent Literacy Minnesota at public events and serve on internal committees as needed.
- Stay current on fundraising best practices through training and engagement in the broader fundraising professional community.
- Support organizational DEI goals by fostering an inclusive environment, holding supervisees accountable for qualitative and quantitative DEI goals, and maintaining and achieving personal DEI goals.
- Attend staff meetings and help recruit for other open positions.

Qualifications for this position include:

Required:

- Bachelor's degree, or equivalent combination of experience and education.
- Minimum of 3-5 years' experience in fund development, grant writing, sales, database management or related roles.
- Strong written and oral communication skills.
- Excellent attention to detail, excellent proofreading skills and exceptional organizational abilities.
- Ability to appropriately handle confidential information and ensure adherence to organizational data management and confidentiality policies.
- Ability to work independently and as part of team; excellent analytical and critical-thinking skills.
- Ability to work with and be respectful of diverse groups of people.
- Ability to multi-task, prioritize and meet deadlines.
- Interest in and commitment to fundraising; interest in and commitment to literacy.
- Technologically proficient, including excellent Microsoft Excel skills and experience with Microsoft Word, Outlook and other Microsoft Office products. Experience with Salesforce CRM and/or other database software strongly desired.

Preferred:

- Fundraising experience and/or grant writing in a nonprofit setting preferred.
- Experience supervising staff and/or volunteers.
- Experience with email marketing tools (such as MailChimp) a plus.
- Experience working with vendors and/or mail houses.
- Demonstrated DEI-focused management style, including helping supervisees and the organization achieve DEI goals.

Compensation: Starting pay rate between \$56,484 to \$62,760/year (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **Development Manager** in the subject line to hr@literacymn.org. This position is open until filled, with priority given to applications received by **Friday, October 7**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**