



Children's Defense Fund Minnesota Development Director Job Description

Children's Defense Fund – Minnesota (CDF-MN), a nonprofit, child advocacy organization, seeks a highly skilled and dedicated individual for the position of Development Director. We are looking for an innovative administrator of fundraising programs, preferably in a grassroots and entrepreneurial non-profit context to coordinate fundraising efforts for the organization.

Organization Background

The Children's Defense Fund Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

Children's Defense Fund-Minnesota (CDF-MN) is the only policy organization in the state to focus solely on the needs of children. CDF-MN pays particular attention to the needs of our most vulnerable children -- children of color and Native American children, children from low-income families and children with disabilities. We support all children through policy, advocacy, research, outreach and youth development. CDF-MN provides a strong, effective, and independent voice for all the children who cannot vote or speak for themselves. We champion policies and programs that lift children out of poverty, protect them from abuse and neglect, and ensure their access to health care, quality education, and a moral and spiritual foundation. We build the capacity of organizations and community members to best serve and advocate for low-income children as well as children of color and American Indian children.

Job Purpose

The Development Director creates and oversees the implementation of a strategic approach to fundraising including major gifts, sponsorships, grant solicitation, and in-kind resources.

Primary Duties and Responsibilities

The Development Director will perform the following duties:

Plan fund development activities

- Collaborate with the Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization and long-term sustainability.
- Work with the CDF-MN staff to develop the annual budget and assist with financial management.
- Collaborate with Executive Director to develop and enhance the CDF-MN individual donor-giving programming.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.

Implement fund development activities

- Develop and manage fundraising calendar timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.

- Develop new and implement current grants management policies and procedures in coordination with the National CDF Development Department including management of Grants Matrix, Grant Information Form and as well as reporting timelines.
- Prepare and submit grant applications and reports in partnership with CDF-MN operations and program staff to generate funds for the organization for both private and government grants.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure fundraising targets are achieved.
- Oversee the planning and execution of special fundraising events, including CDF-MN's Beat the Odds event, as specified in the fund development plan to generate funds for the organization.
- Collaborate with Executive Director to identify and develop corporate, community and individual prospects for the organization's fundraising priorities through prospect research activities.
- Oversee the administration of a donor mailing list and database in coordination with the National CDF Development Department which respects the privacy and confidentiality of donor information.
- Coordinate CDF-MN's Give to the Max Day efforts.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.
- Oversee donor stewardship activities.

Budget Management

- Coordinate with the Operations and Finance Manager in the preparation of regular reports on progress, budgets, receipts and expenditures related to grants and events.

Promote the organization

- Foster a culture of philanthropy within the organization.
- Coordinate and engage CDF-MN Advisory Board members and staff in development activities.
- Collaborate with Communications Director to develop and align a communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts – including the Beat the Odds event.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization as well as communicate the unique aims and values of the organization.

Qualifications

Education

- B.A. required

Knowledge, skills and abilities

- 5-plus years demonstrated successful and effective experience in individual and foundation fundraising including research, cultivation, grant-writing, events coordination and individual donor appeal.
- Knowledge of fundraising management including managing a grants calendar, reporting, and planning
- Knowledge of donor stewardship practices
- Knowledge of special events planning and management
- Knowledge of individual giving strategies including, prospect research, donor engagement strategies as well as donor cultivation.

Proficiency in:

- Raisers Edge fundraising software
- Microsoft Office Suite

Personal characteristics

The Development Director should demonstrate competence in the following:

- Creativity/Innovation: Develop new and unique ways to create and improve the revenue opportunities of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization – must be able to work with people of all ages and backgrounds, skills and abilities.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques for multiple audiences.
- Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Organize: Set priorities, develop a work schedule to monitor progress towards goals, and track details, data, information and activities.
- Understanding: Understand and appreciate the mission and work of CDF-MN and how public policy affects children and families.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Have fun: Bring a sense of inquisitiveness and humor as well as flexibility to the work.

Professional designation (Is NOT required, but an asset)

- Certified Fund Raising Executive (CFRE) designation

To apply submit writing sample, cover letter and resume at: www.childrensdefense.org/jobs. We recommend using Firefox or Chrome when applying.

The Children's Defense Fund is an equal opportunity employer.