

# AchieveMpls Job Posting: Development Manager

## Position Overview

The development manager is a new position at AchieveMpls that will join a growing development team and play an integral role in expanding our fundraising capacity. Working with the director of advancement, they will lead key engagement strategies and assist the development team in enhancing and expanding revenue opportunities across a variety of channels, including individual and corporate giving. Primary responsibilities include donor cultivation and stewardship, gift reporting, and support for advancement strategy, fundraising events and donor communications. Through cross-team collaboration, they will provide high level support to the development team and a broad base of AchieveMpls constituents. This position reports to the director of advancement.

This is a particularly exciting time for AchieveMpls. We have significantly expanded our career and college readiness centers in Minneapolis and Saint Paul Public Schools to serve over 20,000 high school students each year. We are also experiencing growth in our Step Up high school and Achieve college internships programs. In addition to supporting current fundraising, the development manager will be key to the implementation of a larger fundraising campaign in support of our increased scope of work.

## About AchieveMpls

AchieveMpls rallies community support and delivers best-in-class programs to inspire and equip young people in Minneapolis and Saint Paul for careers, college and life. Our vision is that all students have full and equitable access to postsecondary education and career opportunities, creating a more just and vibrant community. As one of the Twin Cities' premiere career and college readiness (CCR) organizations, we manage CCR centers in 19 Minneapolis and Saint Paul public high schools; collaborate with our partners to provide paid career experiences for Minneapolis youth through the Step Up Youth Employment Program; direct the Achieve College Internships program; and engage career exploration volunteers. As the nonprofit foundation for Minneapolis Public Schools (MPS), we also raise financial support for MPS strategic priorities, manage MPS funds for schools and departments, and administer scholarships and awards for MPS.

## Duties and Responsibilities

### *Donor Cultivation and Stewardship*

- Design and implement strategies and activities for donor identification, cultivation, solicitation and stewardship.
- Cultivate relationships with current and prospective donors, including a small portfolio of Minneapolis Public Schools donors.
- Manage donor recognition and acknowledgments to promote gift retention, including thank you letters, other gift correspondence and thank you calls.
- Utilize constituent management system to track donor interactions, develop targeted correspondence strategies and strengthen portfolio management.
- Help lead cross-team strategic partnerships work to increase corporate engagement.
- Serve as internal and external point of contact for development-related inquiries.
- Serve as liaison to the board development committee.

### *Gift Reporting*

- Track and report on board giving and engagement, including individualized quarterly report cards.

- Manage pledge tracking and invoicing processes for donors, board members and event sponsors.
- Partner with development database coordinator to ensure data accuracy and strengthen donor prospecting capacity.
- Work with finance team and development database coordinator to ensure proper gift recording and documentation
- Support month-end and special event reconciliation processes.

#### *Advancement Strategy*

- Work with the director of advancement to create and implement specific and measurable annual revenue goals and strategies to increase individual donor annual fund support.
- Lead planning and implementation of activities that support fundraising through workplace giving, Give to the Max Day and other campaigns in partnership with the marketing team.
- Become an expert on AchieveMpls programmatic needs to effectively share funding opportunities and strategies with individual donors and funders.

#### *Fundraising Events Support*

- With the events manager, collaborate on the AchieveMpls signature fall fundraising event, including strategic event planning and goals, budgets, securing and tracking sponsorships, building relationships with event sponsors and participants, creating sponsorship packets, serving as event liaison with the board, and other strategic and logistical support.
- Create and implement donor cultivation events in collaboration with the events manager.
- Lead the creation of guest lists, guest correspondence, and event reporting and analysis.
- Organize corporate and foundation site visits to AchieveMpls career and college readiness high school centers to strengthen community engagement with these programs.

#### *Fundraising Communications*

- Collaborate with marketing team on advancement messaging for organizational communications.
- Lead the development of donor cultivation and solicitation communication strategies that build relationships and maximize long-term giving potential.
- With marketing and development team, collaborate on fundraising appeals, funding proposals and reports.
- Support donor events communications and promotion.

## **Qualifications and Experience**

### ***Required:***

- Minimum of three years' experience in nonprofit fundraising
- Experience with annual giving programs, donor cultivation and stewardship
- Experience executing both large and small donor fundraising events
- Experience working with board members and volunteers
- Excellent communications, interpersonal and presentation skills
- Proficiency in donor software/database programs
- Knowledge of fundraising best practices
- Resourceful and flexible self-starter with the ability to work autonomously and as part of a team
- Detail-oriented; proven organizational skills and ability to manage multiple projects and volunteers

- Bachelor’s degree or equivalent work experience
- Commitment to AchieveMpls [mission, vision and values](#)
- Ability to work well with people with diverse backgrounds and experiences

**Preferred:**

- Experience working directly with donors and funders
- Understanding of the local philanthropic landscape
- Experience in education, youth development and/or workforce development
- Experience with organizations committed to diversity, equity and inclusion
- Working knowledge of Raiser’s Edge database

**Compensation and Benefits**

- \$58,000-\$66,000 starting salary, depending on experience, with opportunity for compensation increases based on an annual performance review and pay parity across the organization.
- Full-time, exempt position.
- 18 days of paid time off (PTO) (with increases based on length of employment), 15-18 paid holidays including eight half-day summer Fridays.
- Other benefits include medical, HSA option, dental, vision, life insurance and annual professional development funds.
- We offer a flexible schedule that includes partial remote work as we transition from remote work to a hybrid work environment.

**To Apply**

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to [HR@achievempls.org](mailto:HR@achievempls.org). Priority will be given to applications received by January 12, 2022. Open until filled.

**AchieveMpls is an Equal Employment Opportunity Employer**

**The Young People We Serve**

Twin Cities youth are our emerging leaders – talented, capable and ready to learn. We believe in the power of career and postsecondary readiness to enable young people to imagine and live rewarding lives, and we prioritize services for our students who face systemic barriers to access. 70% of Minneapolis Public Schools students are youth of color, 60% are eligible for free or reduced lunch, and 32% call a language other than English their home language, with nearly 90 different languages spoken in the district. In Saint Paul Public Schools, nearly 80% of students identify as non-white, two-thirds are eligible for free and reduced lunch, and over 125 languages and dialects are spoken in the district.

**Our Commitment to Equity**

AchieveMpls is committed to hiring talented individuals who are passionate about our mission and represent the diverse identities of the communities we serve. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias and creating an inclusive workplace where all employees feel valued, heard and respected.