

## AchieveMpls Job Posting: Development Officer

### Development Officer Position Overview

This brand new position will join a growing development team at AchieveMpls and play an integral role in expanding the organization's fundraising capacity. The development officer reports to the director of advancement and is responsible for generating revenue via traditional nonprofit revenue streams, including individual giving, corporate and foundation giving, sponsorship development and donor fundraising events. There are also opportunities for growth in major gifts and planned giving work.

This is a particularly exciting time for AchieveMpls as we expand our Career Pathway Centers in Saint Paul Public Schools from four to eight high schools. In addition to supporting current fundraising, the new development officer will be key to the creation and implementation of a new fundraising campaign that will establish long-term funding stability to support our Saint Paul centers.

### 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. We manage Career & College Centers and Career Pathway Centers in 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; engage career exploration volunteers; raise financial support for MPS strategic priorities; manage MPS funds for schools and departments and administer MPS scholarships and staff grants. Learn more at [www.achievempls.org](http://www.achievempls.org)

### Duties and Responsibilities

#### *Donor / Funder Cultivation, Solicitation and Stewardship*

- Establish, evaluate and strengthen effective relationships with individual donors and prospects; develop donor strategies to renew and upgrade donor gifts.
- Manage a portfolio of individual donor and foundation prospects, including identification, qualification, cultivation, solicitation and stewardship.
- Support/assist in maintaining the constituent database and utilize it effectively for reporting and portfolio management.

#### *Advancement Strategy*

- Participate in the development of annual revenue goals and strategies and play a central role in achieving these goals.
- Become an expert on AchieveMpls programmatic needs to effectively share funding opportunities and strategies with individual donors and funders.

#### *Saint Paul Resource Development*

- Assist the director of advancement in developing and implementing a new Saint Paul resource development strategy to support our Career Pathway Centers expansion.

### *Fundraising Communications*

- Shape and edit donor communications such as letters, emails, funding proposals and reports.
- Create written cultivation and solicitation strategies and proposals to purposefully guide investments in AchieveMpls and develop relationships that maximize long-term giving potential.

### *Fundraising Events*

- Assist with securing sponsorships for our signature annual fundraising events.
- Create, organize and host donor cultivation events and activities with support from the marketing team.

## **Qualifications and Experience**

### ***Required:***

- Bachelor's degree or equivalent work experience
- Minimum of five years of individual and/or corporate fundraising
- Successful track record in managing fundraising campaigns and achieving revenue goals
- Proven experience securing gifts of \$10,000+
- Experience supporting both large and small donor fundraising events
- Experience working with board members and volunteers to connect them with engagement opportunities
- Proven organizational skills and ability to manage multiple projects and volunteers
- Excellent interpersonal, communication and presentation skills
- Proficiency in using donor software/database programs, preferably Raiser's Edge
- Ability to inspire internal and external stakeholders including staff peers, board members, volunteers and funders
- Resourceful and flexible self-starter; possess an entrepreneurial spirit to creatively grow resources.
- Commitment to [AchieveMpls mission, vision and values](#)
- Ability to work well with people with diverse backgrounds and experiences
- Strong commitment to diversity, equity and inclusion

### ***Preferred:***

- Experience working with high-capacity individuals, given the position's opportunity for growth in major gifts and planned giving
- Strong working knowledge of the local philanthropic landscape, particularly experience or understanding of funders in Saint Paul and East Side community.
- Experience in education and/or workforce development
- Experience with Salesforce database system

## **Compensation and Benefits**

- \$67,000-\$74,000 starting salary, depending on experience, with opportunity for compensation increases based on an annual performance review and to reflect 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 October 15, 2021. 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.