



**Development Manager**  
**Longfellow Community Council**

## Position Description

Reports to: Executive Director

Employment status: Full-time, 32 hours per week

Salary: \$25 - \$28/hour

Benefits: Health and dental, 4% contribution of base compensation to a simple IRA

Schedule: Flexible hours, mix of remote and onsite work

Location: 3101 Minnehaha Ave, Minneapolis, MN 55406

## About the Position

This Development Manager (DM) position will primarily support advancement activities in connection with a key strategic collaboration across several neighborhood organization partners in South Minneapolis. The DM will report to the Executive Director for LCC and partner closely with the other organization leaders connected to the collaborative initiative. As a result, the DM will not generally aid in the cultivation of contributed and earned sources of income for LCC and or any other individual collaboration partner.

This role will proactively engage in a range of development activities, inclusive of event sponsorship management, development pipeline coordination, prospective funder identification, and grant proposal submissions.

Several skills that are essential for this role include excellent written and verbal communication, time management, event planning, and a strong aptitude to work with a diverse mix of stakeholders. Each of these skills will aid the DM's ability to aid in the attainment of the annual fundraising targets connected to the cross-organization collaboration.

## CORE ACCOUNTABILITIES

The following are core responsibilities within the role's four primary areas of work:

### Income Development

- Align with ED and initiative partners on tactical priorities that advance multi-year collaboration targets

- Aid development of organizational and individual sponsorship levels for overall collaboration and key events
- Coordinate and drive preparation for meetings with prospective and current funders with initiative partners
- Manage entire grant process from identification, eligibility determination, proposal submission, and reporting

#### Communications & Positioning

- Partner with ED and initiative partners on developing key initiative talking points for various stakeholders
- Maintain a repository of stories that convey the impact of the collaborators current work and initiative proposal
- Assist in creating guidelines for the community-facing brand and narrative of the cross-organization initiative
- Develop communication plan that guides when key updates should be released, and aid in content curation

#### Event & Meeting Planning

- Coordinate and lead at least a monthly development update meeting with ED and initiative partners
- Formalize standard operating procedures for prospective funder meetings and review with partners
- Develop a key funder and donor meeting schedule that ensures at least one face-to-face meeting annually
- Collaborate with ED and initiative partners on all projected income sources for the annual fundraiser event

#### Process & Systems Support

- Construct and maintain development trackers that create visibility to prospective grants and sponsorships
- Develop process to maintain visibility to key funders of each organization partner connected to collaboration
- Identify areas of opportunity related to initiative development tasks and discuss with ED and initiative partners
- Utilize key insights from donor surveys, focus groups, and (or) meetings to strengthen development activities

### **DESIRED QUALIFICATIONS & SKILLS**

The following provides a summary of the preferred experience and skills sought for this position.

#### Qualifications

- Minimum 3 years' experience in supporting nonprofit fundraising activities
- Minimum 3 years' experience writing grants that led to multiple grant awards
- Minimum 3 years supporting and (or) coordinating mid-to large-scale events and meetings
- Minimum 3 years working with people of diverse cultural backgrounds, lifestyle, and socio-economic standing

## **Skills**

- An Associates or higher degree (or) presently working toward completion of a degree
- Ability to provide clear, relevant, and concise information to varying organization stakeholders
- Proficient interpersonal and communication skills with people with various backgrounds and roles
- Ability to think strategically, creatively, and proactively around how to address opportunities and challenges
- Proficient and self-directed at managing work plans, priorities, and resources to advance accountabilities
- Comfortable utilizing various database systems that maintain stakeholder information that support reporting

## **About LCC**

Longfellow Community Council (LCC) is the resident participation group for the Cooper, Hiawatha, Howe, and Longfellow neighborhoods. LCC is a community-based organization that represents the interests of residents in the Greater Longfellow area. We develop, protect, and enhance neighborhood assets through community engagement. The mission of the Longfellow Community Council is to improve the well-being of our diverse community through engagement, involvement, and empowerment.

## **How to Apply**

- Send your resume and cover letter to Rachel Boeke at [rachel@longfellow.org](mailto:rachel@longfellow.org).
- Resumes for this opportunity will be accepted through Friday, January 12<sup>th</sup>, 2024
- Resumes will be reviewed on a rolling basis and select applicants will be invited for an interview