Development Manager

Reports To: Executive Director
Hours: 32-40 hrs./week
Location: Onsite with opportunity to work from home

ABOUT FEEDING OUR COMMUNITIES PARTNERS

Feeding Our Communities Partners (FOCP) has a mission to engage our community in solving youth hunger. We envision a community where hunger is not a barrier to student success and are committed to making this vision a reality.

FOCP's five core hunger relief programs include: the BackPack Food Program (serving PreK-5 students), the Power Pack Program (serving grades 6-8), High School food pantry services, the Summer Pack Program for PreK-12 students, and the Summertime Outreach Meal Program for PreK-12 students residing in area food deserts. These programs, unique in scope and target audience, provide youth hunger relief on weekends, school breaks, and during the summer months.

These resources are available when access to adequate nutrition is otherwise limited. Collectively, FOCP programs serve more than 1,300 youth each week at public, private, parochial, and home schools in nine school districts in South Central Minnesota.

ABOUT THIS POSITION

The Development Manager is responsible for advancing the organization's mission and financial sustainability through strategic relationship-building, fund development, community engagement, and cross-departmental collaboration. This position cultivates strong relationships with donors, community partners, businesses, and other stakeholders while developing and implementing strategies that increase awareness, engagement, and financial support for the organization.

The Development Manager serves as a connector across the organization, working collaboratively with leadership and program teams to identify opportunities, communicate impact, achieve shared goals, and strengthen the organization's presence within the community.

RESPONSIBILITIES INCLUDE

Social Capital Cultivation

- Build, nurture, and maintain meaningful relationships with donors, prospective donors, community leaders, businesses, civic organizations, volunteers, and other stakeholders.
- Develop a broad, diverse network of community relationships that supports the organization's mission, programs, and long-term sustainability.
- Identify opportunities to deepen relationships and create mutually beneficial partnerships.
- Represent the organization at community events, meetings, networking opportunities, and other public engagements.
- Develop and maintain a strong understanding of community needs, trends, resources, and potential partners.
- Encourage board members, staff, volunteers, and organizational ambassadors to participate in relationship-building and resource development.

Fund Development

- Develop and implement annual and long-term fund development strategies aligned with organizational priorities.
- Establish clear, measurable annual fund development and relationship-building goals in collaboration with organizational leadership.
- Develop action plans, timelines, and strategies to achieve established goals.
- Cultivate, solicit, and steward individual, corporate, and community donors.
- Research and identify new funding opportunities, including sponsorships, major gifts, annual giving, events, and other revenue-generating opportunities.
- Track progress toward fundraising, donor engagement, community awareness, and partnership goals.
- Regularly evaluate outcomes, identify challenges and opportunities, and adjust strategies as needed.
- Provide regular reports and updates to leadership regarding progress, trends, and needs.
- Partner with the organization's communications team to develop compelling donor communications and materials that demonstrate the organization's impact.
- Maintain accurate donor records and ensure timely follow-up, acknowledgment, and stewardship.
- Collaborate with leadership and program staff to identify and communicate compelling funding priorities.

Community Awareness

- Increase visibility and understanding of the organization's mission, programs, services, and impact within the community.
- Develop and support community engagement strategies that connect the organization with diverse audiences.
- Share stories, outcomes, and information that demonstrate the organization's value and impact.
- Identify opportunities for public speaking, presentations, community events, media engagement, partnerships, and other activities that increase awareness.
- Serve as a positive and knowledgeable ambassador for the organization.
- Stay informed about community issues and emerging needs that may influence the organization's work and fund development opportunities.

Donor Management

- Manage FOCP's constituent database – Donor View.
- Oversee donor correspondence and receipting, recognition, tracking, and maintenance of contact information.
- Update the FOCP Partner Wall to reflect the current donor base, annually.

External Fundraising Management

- Lead and coordinate external fundraising activities and initiatives to ensure alignment with organizational goals, priorities, messaging, and fundraising strategy.
- Collaborate with internal departments to provide external fundraisers with accurate program information, impact stories, data, and other resources.
- Ensure appropriate donor follow-up, acknowledgement, reporting, and stewardship following external fundraising activities.

Other Leadership

- Partner with the FOCP team to develop strategic plans for the organization
- Attend FOCP Staff Meetings and communicate departmental updates, schedules, and needs
- Perform other duties as requested to further the mission and reach of FOCP

QUALIFICATIONS FOR CONSIDERATION

- Bachelor's degree in nonprofit management, business, communications, marketing, public relations, philanthropy, or a related field preferred; equivalent combination of education and experience may be considered.
- 3–5 years of progressive experience in nonprofit fund development, fundraising, development, community engagement, relationship management, or a related field.
- Demonstrated experience developing and implementing successful fundraising strategies and achieving measurable revenue goals.
- Experience cultivating relationships with individual donors, businesses, community organizations, and other external stakeholders.
- Experience with corporate sponsorships, individual giving, major gifts, annual campaigns, events, or other diversified fundraising strategies preferred.
- Experience working collaboratively across departments or organizational functions to achieve shared goals.

PHYSICAL REQUIREMENTS

This position requires working in an office setting the majority of the time, occasional driving or time in the field is required. Ability to travel, as needed.

SALARY

The salary will be commensurate with experience and education. Annual FT Salary range: $62K-$75K

BENEFITS

Feeding Our Communities Partners offers an employee benefits package that includes participation in a small group health insurance plan/HRA health insurance reimbursement, Simple IRA plan, paid holidays/a paid time off (PTO) program and an annual incentive plan.

TO APPLY

Send resume and cover letter. Letters of reference are welcome. Please send all documents in PDF format to sheri@focpmn.org