About Great MN Schools
Great MN Schools believes that great schools matter and that they change lives. We see first-hand how some schools in our community demonstrate that children from all races, means, and origins can achieve. By working alongside schools and supporting families, we’re uniquely committed to transforming education equity for students of all races, means, and origins.

Great MN Schools is the only organization in Minneapolis focused on developing and sustaining great schools by:
- Partnering with promising schools, guiding their improvement and growth, strengthening students’ learning experiences, and advancing educational outcomes
- Providing tools that help families navigate schools and systems and working with community partners, empowering families to make informed school choices and advocate within schools
- Elevating the conversation around what is possible and advocating for solutions that can drive outcomes

About the job
The Director of Development provides overall strategic direction and leadership for fundraising and development for Great MN Schools. This position is responsible for planning, organizing, and directing all of Great MN Schools’ fundraising, including the major gifts program, grant writing, database management, and special events. The Director works closely with the CEO and the Board of Directors in all development and fundraising endeavors including providing portfolio management. In addition, the Director will manage a portfolio of major donors and prospects themselves and support marketing and communication efforts across the organization.

Responsibilities
Fundraising (65%)
- Develop and execute strategies for a sustained base of annual individual, corporate and foundation donors
- Work with the CEO and Board members to support and sustain their donor relationships by providing thorough briefings, talking points, and materials
- Develop and maintain ongoing relationships with prospects and major donors in own portfolio
- Accurately enter funder and gift information in donor database and ensure records are up to date
- Advance donor event strategy including planning and execution of events such as home events, funder lunch and learns, and stewardship events
- Conduct prospect research, including prospect screening and identification
- Manage donor stewardship program, including annual impact reports
- Produce high-quality and effective written communications, including proposals, for individuals, foundations, corporations and oversee general correspondence with donors
- Develop strong grant proposals, including collecting and synthesizing program data, and effectively manage grant timelines and reporting structures

Strategic leadership (20%)
- Provide leadership and strategic planning direction for major gift efforts to ensure that all prospect qualification, cultivation, solicitation activities are robust and well-coordinated
- Develop and execute both the annual and long-range fundraising plan
Create and manage annual development budget and track development forecast against organization’s spending
Effectively communicate departmental goals and progress with staff and Board of Directors
Participate in monthly Board Finance Committee meetings and quarterly Board of Directors meetings, preparing monthly, quarterly, and annual reports as requested by the CEO and Board
Coordinate quarterly Advisory Council meetings for key funders and champions

Communications (15%)
In collaboration with the Chief of Staff, develop philanthropically directed communications that stewards donors and highlights the impact of our work
Develop key donor messages and strategy to position our work to funders
Serve as key decision-maker for all philanthropically driven marketing and public relations efforts
Represent the organization to diverse stakeholders including board members, donors, funding partners, and general public

Required qualifications
Bachelor’s degree and at least five years nonprofit development experience; or experience in marketing, sales, public relations, financial advisement or related field with emphasis on relationship cultivation and solicitation of individuals/businesses
Demonstrated track record of securing gifts
Demonstrated ability to design and implement cultivation, solicitation and stewardship strategies and ensure effective follow-up activities
Excellent communication skills, including fundraising proposals and grant applications
Detail oriented and strong ability to multi-task, prioritize, coordinate, and manage own work
Proven ability to work effectively and tactfully with a diverse group of internal and external constituents
Highly motivated professional with solid success at achieving or surpassing ambitious fundraising targets

Personal characteristics
Belief that high-performing schools are critical, and desire to be a member of a team committed to ensuring that all students have access to a great school
Motivated by launching new initiatives, and building coordinated systems and structures
Enthusiasm, team-orientation, strong work ethic, and positive energy
Ability to thrive in a fast-paced environment with a strong commitment to collaboration
Upholds the values of Great MN Schools: Results, Purpose, Integrity, Humility, and Commitment

Compensation
$75,000-$100,000, depending on experience.

Reporting
The Director of Development reports to the Chief Executive Officer, Jennifer Stern.

Location
Great MN Schools offices in the Uptown Minneapolis WeWork office located at 1330 Lagoon Ave.

Apply by April 24, 2020
Submit applications—including a resume and cover letter—to info@greatmnschools.org with “Director of Development” in the subject line.

Great MN Schools is an equal opportunity employer.