

PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

DEVELOPMENT DIRECTOR

SALARY RANGE: \$75,000 - \$90,000

Title: Development Director

Supervised by: Executive Director

Supervises: Development Associate

Status: Full Time, Salaried, Exempt

ABOUT PREPARE + PROSPER

Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work and are particularly interested in receiving applications from people of color and those with lived experiences similar to the people who use our programs.

Learn more about P+P at prepareandprosper.org.

HOW TO APPLY

Please submit resume and cover letter by December 8 to jobs@prepareandprosper.org with the subject line "Development Director." Indicate in your email where you heard of the position opening, and how your interests and experience align with the mission of P+P.

ABOUT THE POSITION

The development director position leads the fundraising and development for P+P. The director is responsible for driving P+P's fundraising strategies, including grants, individual giving, fundraising events, and other sources of revenue.

The director serves as member of the senior leadership team and provides organizational revenue insights and management. Alongside the executive director, the development director is a key part of the external face of P+P's mission both locally and nationally. This position works in a highly collaborative environment with all other organization departments to strategies revenue opportunities that align with program and communication strategies.

The director promotes and incorporates diversity, equity, and inclusion in planning, decision-making, and program implementation to advance P+P's racial equity and economic justice commitment to address systemic racism and foster trust in supporting customers in building financial well-being.

HOW THE POSITION BREAKS DOWN

Fundraising strategies (20%)

Create and lead the organization's annual fund development strategy to raise revenue from existing and new funders, donors, and other sources.

- On an annual basis, develop a fundraising strategy and work plan to generate revenue to meet budget projections. Evaluate strategies to determine progress toward budget projections. Monitor and track pending and secured revenue to identify revenue gaps and needs. Forecast revenue for the budgeting and financial monitoring processes. Monitor revenue projections, and actuals to ensure organizational sustainability.
- Identify prospective foundation and government grant opportunities that align with P+P's programming and mission.
- Lead bi-weekly prospecting and brainstorming with executive director, systems change, programming, and communications teams.
- Pursue relationships and opportunities for partnerships that open new streams of funding.
- Assess needs, gaps, opportunities, and ideas for sustaining and expanding organizational funding opportunities.
- Partner with the development committee on the Board of Directors to achieve long-term goals.

Grant writing, reporting, and management (60%)

- Write corporate, foundation, and government grant applications and reports.
- Manage relationships with key funder contacts via regular correspondence.
- Participate in design and implementation planning and establish funding strategy for any new projects or initiatives.
- Develop and maintain robust grant or contract onboarding process:
 - Provide program and communications teams with clear outline of grant or contract required activities, timelines, and outcomes. Manage expectations with other directors to receive relevant input.
 - Collaborate with program teams to incorporate key grant or contract outcome measures into their data collection processes.
 - Streamline reporting and data collection process with goal of real time, accurate outcome data for all grant or contract reporting.
- Monitor funded projects throughout the funding cycle to ensure activities and outcomes are on target. Run reports in revenue database to track progress, analyze donor information, and provide information for budgeting and planning.
- Maintain regular contact with funders and update on progress as needed.
- Maintain grant allocation records to accurately identify needs and gaps.

Individual giving, prospecting, and donor relations (15%)

- Maintain and expand P+P's comprehensive individual giving program, with support from the development associate.
 - Manage a portfolio of donors. Cultivate, solicit, and steward major gifts from donors.
 - Conduct research on current and prospective donors and align gift opportunities with donor interests.
- Codify and expand the planned giving and endowment strategy and create processes to support these types of giving.
- Manage the Fund Development Committee and facilitate board discussions on organizational revenue, fundraising, personal giving pledges, and development.
- Cultivate a culture of philanthropy within the organization, leading staff to participate in P+P's planned events and activities.
 - Direct, plan, and implement all strategies associated with Give to the Max Day, including staff engagement, stakeholder peer-to-peer fundraising, donor solicitations, and recognition.

- Build relationships with key donors and volunteers to steward individual gifts.
- Oversee the work of the development associate to ensure:
 - All actions and contacts are entered into the donor database
 - Important donor information from donor meetings and correspondence is documented and managed properly.
 - Ensure all donors receive appropriate levels of gift acknowledgment and thanks by phone and mail.

Event planning (5%)

- Oversee fundraising event strategies to align with P+P mission and fundraising goals.
- Oversee development associate's management of events, sponsorships, silent auction items, and other methods to produce event revenue.

WORK ENVIRONMENT

- This position is hybrid and has the option to work remotely for a portion of the work week when programming allows and with supervisor approval.
- This position operates primarily in an office environment that is accessible.
- This role routinely uses standard office equipment.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to move around the office and between offsite meetings; grab, move, and manipulate objects, and operate a computer.

QUALIFICATIONS

Overall, P+P seeks candidates who are smart thinkers, can be self-directed yet collaborative, and who operate outside of the box and care about making people's lives better. The right candidate will possess:

- Bachelor's degree or equivalent experience with minimum 5 years of experience in development and fundraising, with strong knowledge of and background in fundraising strategy.
- Experience and training in grant writing, and securing and managing government contract funds.
- Demonstrated leadership and management skills.
- Excellent verbal and written communication skills, project planning and management, and computer skills.
- Strong interpersonal skills and ability to communicate and connect with a variety of stakeholders, including volunteers, donors, funders, customers, and staff.
- Strong cross-cultural and cross-sector relationship building skills.
- Have a clear understanding of income and wealth gaps (by economics, race, and gender), under-resourced, and inequity in communities. Sensitivity to issues and concerns of BIPOC communities and other marginalized groups.
- Ability to deliver quality work, manage multiple projects, and meet tight deadlines.
- Work independently, but well in teams, and be extremely organized.
- Professional, highly motivated, and enthusiastic attitude.
- Able to protect P+P's value by keeping information confidential.

Desired Qualifications

- Multilingual/Multicultural desirable.

- Public speaking and public relations experience a plus.
- Previous managing nonprofit revenue budgets of at least \$2 million annually.

BENEFITS THIS POSITION OFFERS

Our benefits package for this position includes:

- Health, dental, vision, life, and short/long term disability insurance
- Generous PTO accrual rate
- Paid holidays
- Retirement plan (SIMPLE IRA)
- Mileage reimbursed for work-related travel

OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

P+P continues to work towards a more inclusive workspace, and as such, we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

I have read this job description, understand it, and am able to perform the essential job functions of this position. Also, I have had the opportunity to discuss the job description with my supervisor.

Signature:

Date:

Prepare + Prosper
2610 University Ave. W., Suite 450
St. Paul, MN 55114