

DEVELOPMENT DIRECTOR

CLASSIFICATION: Permanent, part-time (20-30 hours/week)

REPORTS TO: Executive Director

Organization Summary

Live your passion for social justice as Director of Development at Daily Work. Daily Work supports early-stage job seekers in developing the skills and experience needed to break away from part-time, sporadic, low-paid employment and transition to financially-stable career pathways. We are located in St. Paul, behind the State Capitol building.

Through employment services and mentoring, we work together with job seekers to increase their incomes through work, which reduces economic disparities and creates positive, across-the-board impact on the health and wellness of our entire community.

As Daily Work grows, we need an experienced development director who can work closely with the executive director and board of directors to take our small nonprofit to the next level. Ideal candidates will have at least 5 years' professional fundraising experience and a demonstrated track record for achieving revenue growth. We offer a rewarding and flexible work environment and an employment opportunity that will grow and evolve with the right candidate.

Primary Responsibilities

This position is responsible for the creation, execution, and evaluation of a comprehensive development plan that will grow and diversify Daily Work's revenue sources.

Individual Giving (50%)

- Use relationship-based fundraising to proactively identify, cultivate, solicit and steward current and prospective donors and grow sustaining donors.
- Build and implement a major gifts program.
- Coordinate and manage all aspects of annual year-end campaign that includes a matching gift, impactful letter, and web/social media support.
- Guide and support the board, fundraising committee, and other volunteers in supporting development efforts.

Marketing and Communications (20%)

- Be an ambassador for Daily Work. Present in public forums (e.g., faith-based organizations, service clubs, etc.) to identify potential new donors and volunteers.
- Work with Daily Work team to develop meaningful ways to recognize job seekers, donors and others and share the impact of Daily Work in their lives.
- Develop compelling messages that inspire donors and other Daily Work audiences.
 - Assist with website, newsletter, annual report, and email and social media marketing.

Other Fund Development Management (20%)

- Oversee special fundraising events, including the Annual Steps to Success luncheon, an annual raffle drawing, and other events as determined.
- Identify, write and monitor grant proposals and reports. Ensure compliance in accordance with the grantor.
- Manage and update *Bloomerang* donor management tool and use it to track and segment donors, send customized communications, and track goal progress. Prepare monthly, quarterly and annual reports.
- Evaluate fund development practices regularly and make improvements.

General Operations (10%)

- Collaborate with executive director and key volunteers in making key strategic decisions affecting Daily Work's future.
- Develop annual development revenue targets and expense budgets and manage department cash flow.
- Assist with management of Daily Work office and address questions if executive director is unavailable.

Desired Skills and Experience

- A passion for social justice and the ability to be a genuine and enthusiastic advocate for Daily Work's mission.
- 5+ years' experience in professional fundraising in nonprofit sector with a proven track record of donor prospecting and life cycle development.
- Ability to engage Daily Work staff, board, interns, and volunteers in development process. Experience with faith-based communities is a plus.
- Experience in grant writing and reporting.
- Experience in recruiting, training, managing, and engaging volunteers.
- High emotional intelligence. Embodies servant leadership and possesses a collaborative, decisive, motivating and engaging communication style.
- Flexible. Ability to work in a team as a leader, participant, or facilitator.
- Excellent communication skills, especially in writing. Knowledge of marketing and social media skills is a plus.
- Advanced computer skills. PC software such as Microsoft Office, and CRM experience. Daily Work uses Bloomerang.
- Personal accountability to meeting the goals of position. Detail-oriented and ability to prioritize and follow through on complex and simultaneous tasks.
- Experience working with communities of color and grassroots organizations, with a nuanced understanding of systemic oppressions
- Bachelor's degree or a combination of education and experience. CFRE is a plus.

Compensation and Benefits

- Salary range of \$30-\$40 per hour, based on experience.

Daily Work

Removing barriers. Building prosperity.

- Part-time, exempt position, with a range of 20-30 hours per week (target number to be determined with selected candidate).
- 12 days of PTO and 10 paid holidays. Our goal is to add health insurance and Simple IRA as revenue grows.

Hiring Process and *Estimated* Timeline

- We will review applications on a rolling basis until the position is filled.
- Initial in-person interviews are tentatively planned for Feb. 28, from 1-4 p.m.
- If you are invited for an in-person interview, we will ask you to bring two work samples relevant to this position, e.g. a process you created, writing sample, or other relevant materials.
- Finalists will be invited to a second-round interview in early-mid March and our plan is to make an offer shortly thereafter.
- We would like to have the selected candidate start by the end of March, if possible.

Daily Work is an equal opportunity employer. Diverse candidates are strongly urged to apply.

Please submit in a single PDF document your cover letter and resume to: Julie@Daily-Work.org. Use DEVELOPMENT DIRECTOR in the subject heading.