



## **Position: Development Director**

This new position will report to the executive director and work closely with the business manager and other staff to administer the full range of STEP's development activities. They will be a key part of the organization's leadership team. We are seeking an experienced and self-driven individual who will be an engaged partner in taking over development responsibilities and bringing STEP to the next level, consistent with our [current Strategic Plan](#).

## **Organization Summary**

The mission of the St. Louis Park Emergency Program (STEP) is to identify and respond to the critical and emergency needs of residents of St. Louis Park. Since 1975, STEP has provided direct services to residents who may be in need of food, clothing, financial assistance, and transportation, as well as counseling regarding resources and problem solving. STEP is well known in the community, recognized as the primary local social service organization addressing concerns of over 3,000 neighbors who live with the challenges of poverty. A professional staff of about 10 long-serving employees and a large group of dedicated volunteers keep the organization running.

## **Primary Duties and Responsibilities**

This position is responsible for management of the full breadth of development activities for the organization, including individual, business, faith community, civic, special events and campaigns, and planned giving. The position will also assist in related activities such as communication and seeking foundation and government grants. Directly responsible for managing \$650,000 in revenue.

## **Annual development plan**

- Work closely with the executive director to develop and prioritize best practice strategies to secure support from individuals and institutions.
- Create and execute annual fund development plan including individual donors, donors over \$1000, and businesses.
- Work closely with the executive director to identify, cultivate, maintain and steward relationships with donors to deepen level of engagement with STEP.
- Coordinate fundraising activities with faith community and civic organization partners.
- Manage donor acknowledgement activities.
- Manage donor recognition program.
- Update donor records in donor CRM and utilize it to pull reports and mailing lists.
- Analyze donor reports, identify trends, and present results for staff and Board audiences.
- Serve as liaison to the Board Development Committee.

## **Events/Campaigns**

- Work closely with the executive director and the Board Development Committee to plan and implement annual fundraising events, such as the brewery event or the new spring annual fundraiser.

- Take leadership of fundraising and sponsorship components of community events such as the Holiday Train or Empty Bowls.
- Work in concert with staff to promote in-kind campaign or fundraising efforts, such as March FoodShare, school supply drive, or holiday toy drive.

### **Communication**

- Work closely with other staff to formulate and manage communications plan to promote STEP's work, including newsletters, email updates, website, and social media.
- Be responsible for compilation of annual report.
- Provide occasional in-person tours of STEP to donors or serve as representative to present STEP's work to community partners.

### **Grants**

- Assist executive director with grant research and proposals.

### **Planned Giving**

- Assist executive director in promoting planned giving opportunities to donors.

### **Other**

- Perform various support functions and duties consistent with STEP's mission and purpose. For example: answering the telephone, greeting guests, accepting donations, assisting with program activities and community events; etc.
- Perform other duties as assigned.

### **Experience and Qualifications**

#### **Required qualifications**

- Experience with multiple aspects of nonprofit development programs (4-10+ years).
- Understanding of current best practices for development programs.
- Experience creating compelling fundraising materials.
- Experience and comfort with learning donor CRM systems.
- History of taking on progressive responsibilities.
- Strategic thinker and problem solver.
- Proficiency in Microsoft Office.
- Experience with basic design of nonprofit literature and web communications.
- Ability to work under timeline and manage multiple projects at once.
- Exceptional written, verbal, and interpersonal communication skills.
- Experience leading development projects collaboratively with non-development staff, Board members, and volunteers.

#### **Preferred or optional qualifications**

- Bachelor or advanced degree in relevant field.
- Experience working in small, collaborative work environments.
- Experience working with volunteers and Board members for development goals.
- Familiarity with St. Louis Park community and/or direct service nonprofit.
- CFRE credential is a plus.
- Proficiency in Spanish, Somali, French or Russian is a plus.

Employees are expected to be committed to STEP's mission to identify, address, and respond to the critical and emergency needs of residents in St. Louis Park and manifest STEP's core values of collaboration, compassion, and resourcefulness. Employees are expected to uphold the organization's commitment to welcoming all people to STEP without barriers or judgment.

**Additional Information**

STEP is a rewarding work environment characterized by camaraderie and high employee retention. Each day staff and volunteers work together to make a meaningful impact in the lives of St. Louis Park families.

The Development Director will generally work during weekday agency operations, but will require some evening and weekend hours. There is room to negotiate a regular working schedule based on the candidate's individual needs. This is a full-time (40 hours/week) position. Anticipated annualized salary will equal between \$56,000 and \$72,000, depending on experience. Benefits include generous leave (12 days each vacation & sick per year, 13 paid holidays), retirement eligibility (SIMPLE IRA with 3% employer match), life and disability insurance, and group health insurance.

Employment offer will be contingent on results from a criminal and driver background check.

STEP strives to be a place that is welcoming to all people. Candidates with diverse backgrounds are encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. The first review of applications will begin August 10, 2018. Please email cover letter and resume to [derek@stepslp.org](mailto:derek@stepslp.org).