



Join a team of collaborative professionals who share a purpose to serve our community.

Position: Development Director

This position reports to the executive director and works closely with the finance director 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 advancing STEP's mission, including building on the success to date of the multi-year \$2.7 million "Space to Serve" campaign.

Organization Summary

STEP responds to our neighbors in need by providing access to vital services that foster stability. STEP provides direct services to residents who may need 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 social service organization to address concerns of about 4,000 neighbors who live with the challenges of poverty. The organization is comprised of a 13 part-time and full-time staff with an average tenure of 5+ years and supported by 130+ volunteers. The annual operating budget is \$1.4 million.

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, foundation and government grants, and planned giving. The position will also assist in related activities such as communication and marketing.

Annual development plan

- 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 and the annual June event.

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

Communication

- Cooperate with other staff in the management of the 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

- Take lead in submitting grant proposals to public and private entities.
- Ensure grant reports are completed.

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: 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 (5+ years).
- Understanding of current best practices for development programs.
- Experience creating compelling fundraising materials.
- Experience and comfort with learning donor CRM systems (STEP uses Bloomerang).
- History of taking on progressive responsibilities.
- Strategic thinker and problem solver.
- Proficiency in Microsoft Office.
- 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

- 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 a direct service nonprofit.
- CFRE credential is a plus.
- Proficiency in Spanish, Somali, French or Russian is a plus.

Demonstrated commitment to STEP's mission and adherence to core values to welcome all to STEP without barriers or judgment.

Physical Requirements

- Able to sit for long periods of time while also performing typing duties on a computer.
- Operate a computer keyboard and other office machinery, such as a copy machine, printer, and telephone.
- The person in this position frequently communicates with staff, volunteers and clients, and must exchange accurate information verbally, in writing, and by phone.

* *STEP maintains a policy that all staff must be fully vaccinated against COVID.*

Schedule

The work hours are generally during regular business hours. Specific schedule can be negotiated. Up to 25% of the hours can be completed remotely. Due to STEP's mission providing direct service and small professional team, employees are needed to work on-site the majority of the time.

Type

This position is exempt and full-time (40 hours/week including a paid lunch break).

Compensation

Anticipated pay is \$75,000-\$85,000, depending on experience. Benefits include a generous medical and dental plan (Gold level with 90% of the premium covered by STEP), retirement (SIMPLE IRA with 3% match), employer-paid Life and Disability Insurance, paid holidays (12 annual), paid safe & sick leave (12 days annual), and vacation leave (12 days annual during first year).

Application

STEP strives to be a place that is welcoming to all people. Candidates from diverse backgrounds are encouraged to apply. Applications accepted on a rolling basis, with the initial review occurring after May 20. Please send a cover letter and resume to derek@stepslp.org with *Development Director* in the subject line. No phone inquiries please.