

FRESHWATER

Position Announcement: Development Manager

Title: Development Manager

Condition: Full-time, Exempt - Professional, Weekdays with some evening and weekend work

Location: Twin Cities Metropolitan Area with some travel throughout Minnesota; hybrid in-person and remote

Salary Range: \$60,000-68,000

Background - About Freshwater

Healthy water is the lifeblood of our communities. Freshwater is a 501(c)3 nonprofit, based in St. Paul, Minnesota, on a mission to inspire and empower people to value and preserve it. Together with our members, we work toward a vision of clean and safe water for all beings who depend on it including future generations and communities downstream. To do this, we conduct research, engage communities, and advocate for change. We strive to be guided by the following values in all we do:

- We value safe and reliable water for all Minnesotans and everyone downstream
- We value equity and inclusion of diverse perspectives
- We value community-led solutions that foster equitable and durable change
- We value science- and evidence-based principles as a basis for our advocacy and action
- We value convening collaboratively and serving as a catalyst for constructive dialogue and change
- We value teamwork, transparency, integrity, and shared leadership
- We value sustainability in our operations (reducing water use and energy consumption, reaching carbon-neutral impact and zero waste production)

Position description

Freshwater's Development Manager supports the cultivation of resources and relationships our programs require. They report to the Executive Director and collaborate across the organization. They embody our vision and values, providing critical support to organizational leadership to position the organization for the future. This individual will be responsible for maintaining strong relationships with existing donors while also growing revenue, supporting strong corporate and foundation relations, and expanding our membership statewide.

Position responsibilities

Solicit individuals and institutions – 50%

- Oversee a robust individual giving program that successfully moves donors through the development cycle from acquisition, solicitation, stewardship, to upgradation.
- Support the Executive Director in securing and growing major and planned gifts.

- Manage a grants calendar and proposal submissions, help increase the rate of proposals to state and national funders, and partner closely with program staff on proposals and special initiatives.
- Collaborate with the Communications and Marketing Coordinator on the production of annual appeals and all advancement communications including the donor impact report.
- Manage a donor portfolio.
- Oversee gift processing and gift acknowledgements in partnership with support staff.

Organizational advancement – 20%

- Assist the Executive Director in the design and execution of a strategic and tactical annual development plan that aligns with organization work plans and goals.
- Support the Executive Director in preparation and monitoring of a comprehensive development budget.
- Grow and deepen engagement with Freshwater’s membership base statewide and lead team collaboration to increase revenue from state and national funders.
- Broaden the organization’s impact by collaborating with internal and external partners to build relationships with new communities, with particular focus on apartment dwellers, rural communities, low-income communities, those with language barriers or disabilities, young people, and communities of color.
- Staff the development committee of the Board of Directors and cultivate fund development volunteers.

Coordinate fundraising and member events – 20%

- Lead the planning and execution of the annual fundraising event with support from an internal planning team.
- Staff the annual event steering committee (a subcommittee of the development committee) charged with “filling the room” with donors and sponsors.
- Curate a handful of smaller-scale events each year such as “house” parties, member gatherings and donor appreciation events in partnership with Board and staff.

Utilize data and evaluate results – 10%

- Ensure the integrity of Freshwater’s donor database and the timely recording of contact reports.
- Prepare quarterly and bi-annual progress reports and adjust for results.
- Collaborate across the organization to harvest data and stories that convey the impact of community support.

Key accountabilities

- Make a set number of asks and contacts each month (established in partnership with Executive Director).
- Meet monthly with program staff to write grants and develop program, project, and general operating funding.

- Update the development plan yearly to include strategies and tactics for fundraising activities, evaluation methods, and trends.
- Respond to donors in a timely fashion and report to them impact of their investments.
- Partner with the Communications and Marketing Coordinator on the production of communications assets with an eye to fund development and organizational advancement.

Experience and skills required

- Proven successful fundraising experience
- Track record of moving prospects through the stages of the development cycle
- Self-starter with a goal-driven attitude (needed to initiate donor visits and fundraising calls); and a desire to get “out the door” to build relationships with people
- Ability to manage a strategic development plan, track success, and make adjustments as needed
- Collaborative style with a strong ability to meet deadlines and excellent follow-through
- Ability to communicate about Freshwater’s work and why it’s important
- Creative thinker with a strong ability to draw out stories from our community and mission
- Ability to work remotely or in-person as needed
- Demonstrated commitment to inclusion, antiracism, and justice

Preferred qualifications

- Knowledge of community-centric fundraising principles
- Experience planning engaging in-person and virtual events
- Established relationships with Minnesota grantmakers
- Experience with Bloomerang or other relational databases

To apply: Send cover letter and resume as one PDF document to mmartinez-sones@freshwater.org

Deadline to apply: The position will remain open until filled, with the **first screening of candidates on or about March 10, 2023.**