

Minnesota Coalition *for the* Homeless

JOB DESCRIPTION || DEVELOPMENT ASSOCIATE

Organizational Summary

The Minnesota Coalition for the Homeless (MCH) is a thriving and highly effective advocacy coalition of over 120 housing, homeless, and employment service providers and allied member organizations committed to ending homelessness in Minnesota through policy change. Founded in 1984, we are grounded in our core values of collaboration, community, and achievement. We strive to do all of our work through an equity lens by embedding the variety of lived experiences and perspectives of our team, stakeholders, and community partners into the work we do. As a nonpartisan, nonprofit, statewide coalition, MCH is uniquely positioned to advance policy change at the State Capitol. Since 2012, along with our partners, MCH has secured \$270 million in state funding to prevent and end homelessness and passed nation-leading policy reforms in Minnesota's economic assistance programs. We are on a growth trajectory, with 6 full-time and 1 part-time staff based in St. Paul and Greater Minnesota.

Position Summary

The next phase of MCH's work includes optimizing our fundraising and development efforts in order to generate policies, community support and local resources to end homelessness in Minnesota. To this end, MCH is seeking an experienced development professional to build, grow and deepen our base of individual donors and institutional funders as well as design, coordinate, and implement special events for our organization. This position reports to and works in partnership with MCH's Executive Director.

Responsibilities

Overall

- In partnership with MCH's Executive Director, develop and execute MCH's annual fundraising plan.
- Secure financial support from individuals, foundations and corporations.
- Manage the implementation of our donor database and oversee data entry and gift processing.
- Track and report on organizational fundraising indicators.

Individual Giving

- Create and execute a strategy to grow MCH's base of individual supporters by at least 15% annually.

- In partnership with MCH's Executive Director and board members, develop and maintain ongoing relationships with major donors.
- Participate in the cultivation of donor relationships and in the solicitation of gifts ranging from \$250 - \$10,000.

Foundation & Corporate Giving

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Manage organizational grants calendar, including tracking and submitting proposals and reports for all foundation and corporate fundraising.
- In partnership with MCH's Executive Director, manage institutional giving cultivation activities related to organizational grants calendar and prospective funders.
- Research and write organization and program grants for operating funds and special projects/initiatives to existing and new funders.
- Work with MCH staff and the Executive Director to develop and articulate proposed projects without jargon or internal language.
- Work with finance and program staff to gather necessary information to report to funders.

Special Events

- Manage the implementation of annual organizational events including:
 - Coordinate board committee event efforts; establish event fundraising and outreach goals and appropriate key performance indicators.
 - Monitor and report event results as related to event goals.
 - Oversee event implementation by event coordination contractor/staff.
 - Assist in the identification and acquisition of event sponsors. Establish relationships with potential sponsors.

Experience and Qualifications

- BA or equivalent work experience which are applicable to desired skills below.
- Relevant experience in development or consultative sales environment
- Demonstrated excellence in relationship building. Proficient oral and written communication skills.
- Excellent organizational skills with ability to prioritize and manage multiple projects simultaneously, effectively meeting deadlines.

Desired Knowledge, Skills and Abilities

- High level of intellectual curiosity and eagerness to learn
- Collaborate well in a team environment, with the ability to do individual work.

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- Comfort in working with people from all walks of life, and the ability to move fluidly from engaging with donor communities (i.e., often people who are highly affluent, high capacity) to those whom we advocate (i.e., often people who have experienced housing and economic insecurity) with ease
- Ability to understand large-scale, complex problems and distill them into easily understandable messages
- Working knowledge of the local funding community
- Familiarity with fund development process, procedures and research requirements
- Commitment to diversity, equity and inclusion

Location

This position is based in our Saint Paul office although some travel throughout Greater Minnesota will occasionally be required. Work is performed in a standard office environment which requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. A job in this category may require walking or standing to a significant degree or may involve sitting most of the time with long periods of computer work and heavy phone usage.

Salary/Benefits

The annual salary range for this position is between \$40,000 and \$45,000, with potential of up to \$5,000 additional bonus incentive, based on performance. MCH offers a generous health insurance benefits for individuals and families, as well as significant paid time off, including:

- 9 paid holidays (chosen by each staff member according to those they wish to observe)
- 4 weeks paid vacation ☐
- 1 week paid sick time
- 2 months paid parental leave

How to Apply

Send cover letter, resume, salary requirements, three references and two writing samples to info@mnhomelesscoalition.org with the subject line DEVELOPMENT ASSOCIATE. **Applications will be considered until position is filled.**

The Minnesota Coalition for the Homeless is an equal opportunity employer and encourages applications from people of color, persons with disabilities, LGBT individuals, and women.