



**Director: IG/Community Engagement and Operations/HR**

Reports to: President

\$79,000 to \$85,000 per year

**Key Responsibilities: Individual Giving/Major Donors**

- Write and compile fundraising reports
- Oversee conception, writing and production of compelling, donor-centric direct mail and email appeals; stewardship materials including newsletter, invitations and brochures; and social media content as related to fundraising and donor stewardship
- Plan and execute
  - Individual giving plans
  - Capital Campaigns
  - Top Donors strategy and plan
  - Planned Giving/Tributes
- Develop a thorough understanding of client programs, projects, and needs for the purpose of effective donor stewardship, using available resources and opportunities
- Prospective donor identification, cultivation, solicitation and stewardship – individuals and corporations/businesses
  - Review and rate wealth screens
  - Write and perform outreach
- Prepare and implement meaningful personal solicitations that align with donor interests and the organization's needs and strategic plan
- Secure 1:1 donor meetings and solicitations (in-person or zoom) to establish or strengthen donor relationships for long term support
- Work with Clients to define, plan and prioritize annual fund and/or campaign goals
  - Write fundraising and development plans
  - Create giving table
  - Review and advise/recommend on all fundraising strategies, including events
  - Create annual campaign calendars, timelines, budgets
- Develop donor retention and recapture strategies
- Provide expertise around best practices for fundraising

**Key Responsibilities: Engagement and Events**

- Provide strategy and plans for clients' community engagement opportunities – through programming and/or volunteerism
  - Demonstrate knowledge of MN donor communities
  - Proven track record in engagement
  - Create opportunities that intersect client programming with corporate giving
- Experience managing non profit fundraising events
- Identify potential event sponsors based on org & affinity
- Secure revenue through sponsorship and donations
  - Corporate and business sponsorship

- Secure auction items
  - Contract negotiation and review – venues, entertainment, F/B
  - Maintain relationships with event production and event staff – internal and external
  - Accurately track expenditures to stay on budget
- Work with clients’ committees to achieve fundraising goals (sponsorship, guest registration and list management, program and more)

### **Key Responsibilities: Operations and HR**

- Manage organization internal and external operations and assist as needed to ensure quality control standards are met and processes and systems are in place as well as execution to ensure the best customer service:
  - IT
  - Staffing
  - Business
  - Grants – templates, writing, submissions
- Administrate Bill4Time and client billing
  - Bill4time administrator
    - Regularly run time reports
    - Ensure folders are up to date
  - Ensure monthly reports and invoices are sent on time and are accurate
  - Perform collections
- Oversee internal staff processes regarding invoicing, Bill4Time, expenses, credit card reconciliation, payroll processing, staff schedule, ordering and maintenance of supplies, general administrative support
- Manage building space including keys, offices, supplies and related
- Track training and educational needs for staff, make recommendations for staff and provide training options.
- Responsible for credit card purchases and vendor accounts, client billing
- Work with president and management team to ensure job descriptions are maintained and updated to reflect responsibilities of each position
- Annually review human resources policies, procedures and practices, updating as necessary to ensure legal accuracy
- Ensure timeliness and accuracy of required filings, file EEO-1 annually as well as other EEO regulations
- Assist in annual reviews, including administration of compensation
- Oversee and administer employee benefits, distributing materials, ensuring accurate tracking of eligibility dates, changes in reporting, collecting and approving invoices for payment
- Research and keep up to date on employee benefit plans and vendors to identify those that present best value
- Maintain and communicate updated employee policies and manuals, filed in Redbox: JMA Processes
- Assist in any grievance complaints or conflict resolution processes as necessary
- Coordinate and/or conducts exit interviews
- Conduct staff recruitment efforts, assisting with background and reference checks as needed
- Monitor work plan process and engage with managers to ensure completion in a timely manner
- Plan “all staff” and strategic planning meetings
- Assist JMA to create a more diverse workforce, with attention to equity and inclusion and a focus on employee wellness with life balance

Internal Qualities

### **Key Responsibilities: Leadership**

- Manage client accounts
- Manage staff
- Assist with creating work plans and performance plans
- Promote high quality standards of work product
- Provide outreach (sales) resources to support the growth of JMA – including cross sales to current clients and creation of proposals
- Teach, coach and train development managers, grant writers and communications writers in JMA writing techniques and expectations
- Monitors monthly spend on all assigned accounts

**Key Responsibilities: Clients**

- Maintain relationships with clients through email, phone and in-person meetings
- Provide high quality, expert planning and strategy for clients
- Work with other staff at JMA to ensure they are aware of grant opportunities; provide clients with the best fit for grants/individual giving introductions
- Work with the JMA team during assignments and editing process to ensure written content and proposals fit client needs and funders’ guidelines
- Assist JMA to produce a development product that is exceptional

**Experience/Qualifications:**

- 5-7 years relevant experience
  - Bachelor's degree or equivalent work experience
  - Prefer development experience working with nonprofit organization(s); private and public sector
  - Self-starter with strong attention to detail, problem solving skills, and demonstrated ability to be flexible in work assignments
  - Proven organizational skills including the ability to multi-task, prioritize assignments, maintain data maintenance systems, and meet multiple deadlines
  - Excellent writing/editing/drafting skills, research and information compilation skills
  - Excellent interpersonal communication skills, demonstrated ability to work independently as well as with teams
  - Excellent computer skills: Microsoft Office Suite