



# Northern Bedrock Historic Preservation Corps

## *Building a Pathway to the Preservation Trades*

**Position Type:** Development Director Position Description

**Location:** Duluth, MN

**Salary:** \$44,000-46,000 depending on experience

**Benefits:** Northern Bedrock offers a benefits package including health and dental insurance, retirement, short and long-term disability and life insurance.

**Application Deadline:** November 29th 2017

Ideal candidates are passionate about using their talents to continue to build and maintain this successful start-up organization. As a member of the Executive Team, this position will work collaboratively to achieve the mission and goals, inform planning and budgeting, and align development and marketing activities with organizational priorities. Qualified candidates have experience writing to motivate, inspire and engage potential supporters to act. The position requires strong organizational and networking skills, the ability to work on various projects simultaneously, and a strong eye for detail.

The Director identifies prospective grant opportunities, submits compelling proposals and manages received grants. The Development Director is responsible for identifying, cultivating and soliciting new funders. This position develops and implements the individual giving plan, and creates organizational fundraising strategies. The Development Director is also responsible for the creation of marketing and communication plans and provides content and direction for traditional and online media. Candidates will have a strong background in communications, including website management and social media. The Development Director reports to the Executive Director and collaborates with Northern Bedrock management team.

### **Responsibilities**

#### Grant Writing & Administration

- Identify, research, and investigate new grant opportunities and manage annual grants calendar.
- Plan, write, and submit compelling proposals to foundations and other public or private funding sources and supervise contract grant writers.
- Manage grant and partnership administration including compliance, timelines and reporting.
- Stay knowledgeable of best practices and industry trends while fostering relationships with potential funders.

#### Fundraising

- Design and manage funding strategies with the support of staff and board members.
- Develop and implement giving campaigns for programs and Halfway Ranger Station.
- Identify, organize and implement fundraising events.
- Build and maintain strong relationships with donors, supporters and friends.
- Maintain detailed fundraising records, reports, donor histories and profiles as needed.

## Communications & Marketing

- Create and execute strategic communications and marketing plan.
- Manage social media outreach and website content with the support of the Office Admin and Outreach Coordinator.
- Create and update communication pieces and promotional materials.
- Plan and execute all public relations activities including press releases, publications, mailings and others as needed with support from the Office Admin.

## Qualifications

- 1-3 years of grant writing and/or fundraising experience in a nonprofit setting
- Bachelor's degree and 2-3 years of relevant professional experience
- Professional experience and proficiency in Microsoft Office Suite, Google, Google Apps, and social media platforms
- Proficiency in Adobe Creative Suite
- Experience using narrative/thematic messaging
- Experience writing grants or similar proposals
- Knowledge of fundraising best practices
- Experience developing and executing development and communications plans, or similar project management experience
- Strong organizational and time management skills with exceptional attention to detail
- Superior written, presentation and verbal communication skills
- Ability to influence and engage donors and volunteers

## Preferred Qualifications

- Proficiency in MacOS
- Familiarity with Salesforce
- Experience managing WordPress sites

NOTE: Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, and/or any other legally protected factors.

To Apply:

Please submit cover letter, writing sample, resume, and two professional references. Email application materials to [info@northernbedrockcorps.org](mailto:info@northernbedrockcorps.org) incomplete applications will not be considered.