

**Position Type:** Development Director Position Description

**Location:** Duluth, MN

**Salary:** \$43,000 / yr

**Benefits:** Stipend provided for Health and Dental Insurance Premiums/Retirement

**Application Deadline:** January 20, 2017

Ideal candidates are passionate about using their talents to continue to build and maintain this successful start-up organization. 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 Director identifies prospective grant opportunities, submits compelling proposals and manages received grants. 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. Ideal 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 Development Director reports to the Executive Director and collaborates with Northern Bedrock management team.

## **Responsibilities**

### **Grant Writing & Administration**

- Create an effective process for grant research and develop grants calendar
- Plan, write, and submit compelling proposals to foundations and other public or private funding sources
- Manage grant administration including compliance, timelines and reporting
- Stay knowledgeable of best practices and industry trends

### **Communications & Marketing**

- Create a strategic communications and marketing plan
- Manage social media outreach and website
- Create communication pieces and promotional materials
- Plan and execute all public relations activities including press releases, publications, mailings and others as needed

### **Fundraising**

- Create and manage the direct appeals plan, including creating content for all mail, email, web, and social media appeals
- Provide stewardship training and for staff and board members
- Build and maintain strong relationships with funders
- Identify, structure and implement engagement events for fundraising

### **Other Duties**

- Attend conferences and trainings to maximize networking and skills development
- Explore new funding opportunities and develop supportive partnerships to increase revenue

## Qualifications

- Bachelor's degree and 2-3 years of relevant professional experience
- 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
- Professional experience and proficiency in Microsoft Office Suite, Google, Google Apps, and social media platforms
- Experience managing WordPress sites
- Proficiency in Adobe Creative Suite

## Preferred Qualifications

- 1-3 years of grant writing and/or fundraising experience in a nonprofit setting
- Proficiency in MacOS

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 [lisa@northernbedrockcorps.org](mailto:lisa@northernbedrockcorps.org) incomplete applications will not be considered.