

Posting Date: July 30, 2024
Closing Date: August 20, 2024
Interviews start the week of **August 26, 2024**



Position Title: Development Manager

Reports to: General Manager/Executive Director

Type: .75 FTE, non-exempt. 30 hours/week with the flexibility to collaboratively determine days/hours.

Location: Initially on-site at KFAI (1808 Riverside Avenue, 300, Minneapolis 55454), with the potential for hybrid after the first three months. Availability on nights and weekends as required.

Benefits: In addition to the standard employment benefits prescribed by law, part-time employees are eligible for accrued paid time off, a 403(b) plan (tax-sheltered annuity plan or TSA), and health insurance.

Position Overview

KFAI is home to passionate, creative, and well-connected community leaders whose energy powers our mission to build community across intercultural and intergenerational differences.

The Development Manager collaborates cross-departmentally to meet KFAI's philanthropic revenue goals by building and maintaining relationships with local, regional, and national mission-aligned individuals, foundations, corporations, and businesses to secure financial support.

The ideal candidate is a relationship builder and knows the high value of community media and its potential to foster mutual support. The candidate encourages continuous learning, bridges cross-cultural understanding, enhances resource sharing, and creates opportunities for social growth that benefit the entire community.

In addition, they have experience in fundraising, donor relations, and philanthropic development. They are a principled problem solver, an excellent mental and emotional regulator, ambitiously organized, and motivated to move through challenges successfully.

This is a new position with the opportunity to grow and evolve. The right person will seamlessly integrate with our small team and immediately begin working to move our development strategy forward.

The KFAI Team

KFAI is governed by a board of directors and employs four staff members: General Manager and Executive Director Nora Doherty, Program Director Miguel Vargas, Membership and Business Manager Debbie Gonsiorski, and Volunteer Coordinator Ellie Zimmerman. The organization also supports a small but vital group of independent contractors.

KFAI Work Culture

KFAI nurtures a relationship-centered workplace with generosity, adaptability, and compassion. Staff are accountable to one another, our volunteers, and themselves to benefit the community's wellness.

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Essential Functions

In close collaboration with the GM/ED and the Board of Directors, the role is divided into the following:

- (30%) Major Gifts & Planned Giving
- (25%) Underwriting
- (25%) Grants
- (10%) Membership
- (10%) New Opportunities

Each area includes relationship building, communications, and the following:

- **Research and Analysis:** employing accurate methodologies to monitor and track best practices, market research, external and internal trends, data, and insights to guide decision-making.
- **Prospecting and Solicitation:** Identify, cultivate, connect, and follow-up.
- **Contact Management:** Organizing, updating, maintaining, and populating contact database.
- **Calendar Management:** Maintaining up-to-date and detailed information related to development activity to track and meet deadlines.

Desired Qualifications & Experience

- A passion for and commitment to KFAI's mission.
- Excellent written and verbal communication skills.
- Bachelor's degree, preferred, or equivalent experience.
- 5+ years experience in nonprofit development and fundraising.
- 2+ years of volunteering experience in a community-powered organization.
- Spreadsheets, data entry, data tracking, and analysis are standard practice in your work.
- You are highly organized and can manage multiple projects with competing priorities.
- Proficiency in CRM data management, tracking, and reporting.
- You have examples of past successes in achieving fundraising goals.
- Basic knowledge of accounting principles.

Compensation: \$34,000-\$42,000, and performance-based bonuses.

To Apply: Please email your resume and responses to the following questions to work@kfai.org.

- **How long have you been a fundraiser?**
- **What types of fundraising campaigns have you designed?**
- **What types of grant proposals have you written?**
- **How do you measure the success of a fundraising campaign or grant proposal?**
- **What's your approach to tracking new funding opportunities?**
- **Why is this field of work important to you?**
- **How connected are you with KFAI's programming, and why?**

EEO/AA Statement

KFAI is proud to be an Equal Employment Opportunity and Affirmative Action employer committed to diversity, equity, inclusion, and access in the workforce.