

**Posting Open Until Filled (updated 9/18/2024)**



**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](mailto: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.