



## Citizens League, Director of Development

**Status:** Full Time, Salaried

**Reports to:** Executive Director

**Key relationships:** This position works collaboratively as part of the Citizens League team; manages the Development Committee; interacts with the Board of Directors; leads external funding relationships with organizations and individuals; and oversees contractors for special events and direct mail projects. This position gives work direction to the Operations and Database Administrator.

**Location:** Saint Paul, MN

**Salary:** \$80,000 - \$90,000 annually + benefits

### About Us

The Citizens League is a nonpartisan, nonprofit organization that empowers people to engage in civic life and public policy to make Minnesota a better place to live and work for everyone. Leading with a multi-partisan approach, we build awareness of issues, develop leaders in public policy, and create strong and innovative policy solutions.

For 70 years, the League has been dedicated to finding innovative solutions across parties and ideologies to solve some of the biggest challenges facing Minnesota. We work largely in the Twin Cities metro area, with a multi-partisan approach, on issues that have statewide reach. Current and recent issue areas include aging and caregiving, education, governance, workforce, public safety, and civic leadership. Our strategy is rooted in the understanding that there is a historical context to all policies, systems and structures; and that those affected by an issue must have a central role in defining the problem and generating solutions. Please read more about our approach and our core principles [here](#).

Our organizational culture is inclusive, adaptable, and learning-oriented. Our team is collaborative, supportive, dedicated to mission, and we enjoy humor and fun. We center values of diversity, inclusion, and equity in our work as a multi-partisan organization bringing together many different perspectives and ideologies; and we continually apply these insights to the work of public policymaking, as well as our own internal team practices.

Read more about our team, our work, and approach at <http://www.citizensleague.org>.

We are currently searching for our next **Director of Development**, who will be a key senior staff member on our six-person team.

### Job Summary

The Director of Development supports the mission and strategy of Citizens League through effective and ethical fundraising, from individuals and organizations, to support Citizens League's organizational budget and strategic goals. This position leads individual giving, corporate giving, overall grants management and fundraising strategy that supports the League's mission and guiding principles. This work includes all aspects of annual and planned giving, concentrating on major unrestricted gifts from individuals, businesses, and

foundations; special events; and programs as needed. Responsible for all aspects of the donor continuum, including identification, cultivation, solicitation, and stewardship. The role builds collaboration across the organization, with staff and board, to maximize external engagement, communications, and strategic partnerships. This is a senior staff position.

## **Duties and Essential Job Functions**

Develop and implement annual strategies to meet or exceed fundraising goals:

### Individual Giving

- Lead individual giving efforts including annual gifts through direct mail program, giving campaigns, major gifts, and planned giving, supervising related contractors and volunteers.
- Provide support to the Executive Director in cultivation, solicitation, and stewardship of major gift prospects, and manage own portfolio of mid-level donors.
- Coordinate and manage fundraising and donor cultivation/stewardship events, including the Civic Celebration.

### Corporate and Institutional Giving

- Lead fundraising from businesses, organizations, and foundations for general operating support, through Organizational Membership program and corporate foundation giving. Act as relationship manager, and create innovative recognition and engagement opportunities for corporate supporters.
- Develop and maintain grant calendar and foundation prospecting process, establishing organization-wide transparency and collaboration.
- Assist program staff in identifying prospects and developing project-specific fundraising strategies. Participate in restricted grant writing, reporting, and other implementation as needed.

### Collaborative Leadership

- Work closely with the entire Citizens League team and board to develop a strong case for support, and generate compelling impact stories.
- Collaborate with communications staff to develop integrated strategy to ensure multi-channel communications align across communications and development functions.
- Provide oversight of organizational metrics, surveys, and data collection to align with organizational objectives and use in donor reports.
- Work closely with the Board of Directors and other volunteers in development activities, including peer-to-peer solicitation, stewardship outreach, prospect cultivation, and training opportunities as needed.
- Maintain strategic oversight of development operations, development policies, and donor database in collaboration to ensure alignment with fundraising strategy.
- Work with staff and accountant to plan and execute the overall annual budget, focused on fundraising and events. Identify areas to deepen and diversify revenue streams as appropriate.

### Other Responsibilities

- Represent Citizens League at external events as needed.
- Perform other duties as assigned.

## **Required Qualifications**

- Four-year degree or equivalent experience.
- Five-year track record of progressively responsible experience in development, including individual solicitations and portfolio management.
- Demonstrated capacity building a base of contributors and donors in any related field.
- Extensive knowledge of development principles, fundraising techniques, and ethics.

- Demonstrated ability with Microsoft Office (Word, Excel and Powerpoint).
- Strong oral and written communication skills.
- Collaborative and flexible approach and a team-oriented management style.
- Excellent organizational and managerial skills, and ability to manage details.
- Ability to work in an ideologically diverse, bipartisan political environment and uphold Citizens League principles while confidently and comfortably interacting with individuals from a wide variety of backgrounds, ideologies, and sectors (business, government, nonprofit, and students).
- Commitment to values of diversity, inclusion, and equity in a bipartisan environment; and commitment to continued personal growth in these areas.
- Reliable daily transportation within the Twin Cities Metro Area.

### **Preferred Qualifications**

- Master's Degree in nonprofit management, fundraising, public policy, or a related field.
- Demonstrated proficiency in prospect and donor research, and the use of relational databases.
- Experience using Raisers Edge in a nonprofit setting.
- Demonstrated capacity fundraising from corporations and foundations, and grant-writing experience.
- Successful design of an endowment or planned giving program.
- Experience working with the Citizens League and/or Citizens League involvement.

### **Compensation and Benefits**

Salary range is \$80,000 - \$90,000 annually, paid by direct deposit on the 15<sup>th</sup> of the month and the last day of the month.

Benefits include medical, dental, life insurance, short and long-term disability plans, flexible spending accounts, 401k retirement plan, paid time off, major holidays, half-days on Fridays in the summer, cell phone stipend of \$45/mo., and parking reimbursement up to \$95/mo.

### **Location and Logistics**

We are based in the Twin Cities, with office space in downtown Saint Paul. All staff are currently living in or near Minneapolis and Saint Paul and nearby suburbs. We are currently working virtually (from home) for the most part, with weekly in-person meetings and gatherings with the staff team. At this time, we anticipate continuing a hybrid model with a mix of in-person and virtual work, but specific expectations may shift. All employees must be able to work from a place with reliable cell phone access and high-speed internet. Citizens League provides a laptop computer. Generally, our workday occurs between 8:00 a.m. – 5:00 p.m., with occasional evening and weekend work due to our partnerships and community engagement efforts. There is quite a bit of flexibility in scheduling for many, though not all, meetings. We are understanding of parents, guardians, and caregivers on our team who may require flexibility for related commitments.

### **To Apply**

Please send a resume and one-page cover letter to [info@citizensleague.org](mailto:info@citizensleague.org). Please put in the subject line: Director of Development.

### **Deadline**

Job applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible, as applicant review will begin on July 25, 2022. Selected candidates will be invited for a phone screening with an HR consultant, followed by an in-person interview with the Citizens League team.

*The Citizens League is an equal opportunity employer.*