



JOB DESCRIPTION

POSITION TITLE: Development Director

DEPARTMENT: Administration

REPORTS TO: Executive Director

EFFECTIVE DATE: March 2025

Hours: FT/40 hrs. week

Salary: Exempt \$85,000-\$100,000

PROP (People Reaching Out to Other People) is seeking an experienced Development Director to join an innovative and passionate nonprofit team. We take pride in working within our values of compassion, integrity, and respect. We support an inclusive and collaborative culture of professionalism with flexibility and a space for fun. Given our team's size, we can be agile in changing our programs and services to meet the needs of our community. PROP has been caring for our neighbors in need for over 54 years. Today, we help over 1,400 Eden Prairie and Chanhassen families in financial distress meet their basic needs while providing additional services to help them on a path toward stability. Through our food shelf, housing & emergency financial assistance, employment counseling, and other services, PROP strengthens the community.

POSITION SUMMARY:

The Development Director is responsible for fundraising strategy, direction, management and evaluation of all development efforts. Building upon current efforts, this position will work closely with marketing and communications to integrate strategic framework priorities and embed community-centric fundraising principles. Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, foundation, faith-based and corporate contributions. Cultivate and directly solicit donors, working with the Executive Director and Board of Directors as appropriate. Facilitate and grow relationships with PROP's philanthropic partners. Manage the process for all grant writing, research, and reporting to funders. Present to civic organizations, congregations, businesses, or other entities about PROP. Prepare annual revenue budget and goals, in collaboration with Executive Director. Manage development volunteers. The ideal candidate will be an experienced fundraising professional with documented success managing a comprehensive program to provide for the short and long-term needs of the organization, and enjoy being part of a cohesive leadership team.

POSITION RESPONSIBILITIES

- Lead fundraising strategy and manage all development efforts.
- Identification, cultivation and solicitation of current and future contributors (individuals, faith-based, corporate, civic organizations).
- Grant writing, including research and reporting processes.
- Provide leadership for annual fundraising event.
- Maintain and support in-kind giving and fundraising drives in partnership with other staff.
- Collaborate with committee chair to lead the Development Committee to plan and execute annual fundraising goals.

- Contribute to short and long-term organizational planning and strategy as a member of the leadership team.
- Oversee tracking and maintenance of donor information using our database (Bloomerang).
- Supervise, train, and support staff, volunteers and interns who provide fundraising/marketing assistance, including gift processing and donor acknowledgment.
- Assist in conceptualizing external communication pieces to ensure a cohesive marketing and communications plan, which includes all development strategies.
- Present to faith-based groups, businesses, civic organizations and other entities about PROP.
- Provide tours, information sessions and related activities to community groups.

EXPERIENCE/QUALIFICATIONS:

- Minimum Bachelor's degree or equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Strong record of personal achievement cultivating donors, building strong relationships, and meeting goals.
- Minimum of 5 years of experience fundraising within a nonprofit strongly preferred.
- Demonstrated success cultivating major gifts.
- Demonstrated experience in public speaking and networking.
- Demonstrated success in orchestrating events.
- Demonstrated experience raising a minimum of \$1.7 million annually.
- Demonstrated success with management of all aspects of grant writing, research, and reporting to funders.
- Exceptional communications skills, both verbal and written. Ability to articulate thoughts and express ideas effectively to multiple audiences, as well as to listen for meaning and understanding.
- Possess the drive, flexibility and curiosity to problem solve in a changing environment while maintaining a diplomatic and professional approach.
- Ability to successfully manage and prioritize multiple tasks/projects concurrently.
- Capacity to manage colleagues in ways that build strong, productive, collaborative working relationships.

PROP PERKS:

Generous paid time off and holidays
 Health, Dental, and Vision Insurance
 Simple IRA Plan
 Life and short & long-term disability insurance
 Employee Assistance Plan

HOW TO APPLY: Qualified candidates should submit a cover letter and resume outlining qualifications, experience and references to careers@propfood.org. Applications will be screened as they are received and the position will be filled when the best candidate is identified. Applicants should specifically address the required experience in detail for consideration. No phone calls, please.

Physical Requirements: This position works in an administrative office environment that is ADA compliant. Qualified candidates must be able to remain in a stationary position at least 50% of the time; the person in this position must operate a computer keyboard and other office machinery, such as a copy

machine, printer, and telephone. The person in this position frequently communicates with staff and vendors and must exchange accurate information verbally, in writing, and by phone.

Equal Opportunity Employer: It is the policy of PROP to provide an equal employment opportunity to all individuals. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and the spirit of the law. It is the policy of PROP to comply with all applicable laws that provide equal opportunity to all employees or applicants for employment without regard to race, color, creed, religious belief, gender, sexual orientation, national origin, age, marital status, status with respect to public assistance, disability, age, military status, genetic information, familial status or any other characteristic protected by applicable federal or state law.

People of color and people from underrepresented communities are strongly encouraged to apply.

Learn more about PROP at www.propfood.org