



3747 Cedar Ave S
Minneapolis, MN 55407
651-699-2426
metroblooms.org

Job Title: Development Manager
Reports To: Executive Director
Status: Full time, exempt (average 40 hours/week).
Starting Wage: \$58,000-\$62,400/year (depending on experience). Benefits include paid time off, paid holidays, paid staff development, health, life and disability insurance, family leave, and retirement contributions.
Start Date: Ideally mid March. Position open until filled.

WHO WE ARE

Metro Blooms is a nonprofit that partners with communities to create resilient landscapes and foster clean watersheds, embracing the values of equity and inclusion to solve environmental challenges. We believe that collaboration with our communities is the most impactful way to heal our earth and we strive to center relationships in all that we do. Most of our work happens in the Twin Cities metro, but we partner with organizations across Minnesota to create healthier outdoor spaces for people, water, and pollinators. We manage the Blue Thumb – Planting for Clean Water partnership and own the for-profit Metro Blooms Design+Build, a full-service landscape design and construction company. We coordinate our work across entities for impactful programming.

Metro Blooms celebrates diversity and is committed to creating a positive, equitable and inclusive environment for all employees and applicants. We don't just accept difference, we thrive on it for the benefit and resilience of our employees, our programs, and our community. We are passionate about creating a diverse workforce that promotes the values of equity and justice.

Metro Blooms values a supportive culture of flexibility. Our staff have the ability to work remotely or in our office in south Minneapolis. Most staff enjoy a hybrid of remote and in-person work. The person in this position is expected to work in the office at least 2 days/week to start and to attend in-person donor and partner meetings as needed.

POSITION SUMMARY

This position will work with our Executive Director and communications staff to plan, implement and enhance our development programming, with an emphasis on growing a major gifts program. We are in the process of building out our fund development programming following growth over the past 2 years. Our current program income is \$60,000 annually from individual donors. We engage 400 active donors with 35 donors making \$500+ gifts each year. We hope to double this income over the next 2-3 years.

We have a committed fund development committee of our Board to support this programming and we are passionate about [community-centric fundraising](#). While this position works within a team of

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staff pursuing community-centric work, it is the only development staff position at this time, and will work with minimal administrative support, so the ideal candidate is a both detail-oriented and a big-picture strategist.

HOW YOU'LL SPEND YOUR TIME:

This position supports the growth of our fund development initiatives, enabling us to offer more holistic, impactful programming that is responsive to the communities we partner with. We will rely on this position to lead the growth of our annual and major gifts programs and support grant writing and communications efforts to help us present the most compelling version of our story to potential and existing donors.

Fund Development Program Management + Growth (50%):

- Work with Executive Director to create, and successfully execute, a comprehensive and strategic development plan to grow annual and major gifts. Develop strategies for current, lapsed and non-donors.
- Track progress toward goals in asana, our project management software, and report regularly on outcomes.
- Prioritize growth for unrestricted support. Work with editor to write and design donor appeals and other donor communications to attract and retain supporters.
- Work with fund development committee to plan and implement fundraising campaigns and events, including mid-size ask events, donor appreciation events, and *Give to the Max Day* campaign.
- Collaborate with the communications team on quarterly donor newsletter and develop resources for impact reporting including stories, videos, graphics, meetings with community partners, etc.
- Provide input and collaborate on our marketing strategy and communications ensuring compelling storytelling that reflects and promotes Metro Blooms' brand and mission with clear, concise, and consistent messaging.
- Secure financial, in-kind, and sponsorship support from individuals, businesses, and organizations. Support existing education program sponsorships as necessary.
- Work with the grants team to build and expand funding relationships with foundations and corporations. Support grant writing for unrestricted support.
- Maintain Little Green Light donor database.

Major Gifts Program (35%)

Facilitate the development and ongoing management of relationships with major donors who share in our mission and vision.

- Consent-based relationship building with potential and existing major donors to qualify, cultivate, solicit, and steward support of Metro Blooms.
- Partner with the fund development committee of the Board of Directors to plan and implement major gift fundraising strategy, including campaigns and events focused on educating, asking, and stewarding support.

Board of Directors (15%):

- Partner with the Board of Directors Fund Development Committee in creating a strategic fund development plan.
- Support the executive director and Board members in management of their donor portfolios. Assign donor portfolios as necessary.

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- Develop and implement tools and systems to support the Board to meet its annual fundraising and special campaign goals; participate in relevant Board committees.

CORE COMPETENCIES:

- Relational: demonstrated ability to foster authentic relationships, communicate effectively and persuasively, and inspire people to participate while being genuinely interested in people and their ideas
- Collaborative: ability and strength working alongside others to develop processes and achieve outcomes
- Program Management: ability to self-direct and follow through on program strategy and goals in a timely manner
- Inclusive: demonstrated commitment to community-centric work, racial justice and anti-oppression in practice
- Responsive: capacity for accountability and responsiveness to donor, Board and staff communications

QUALIFICATIONS:

- Passion for fund development, environmental justice and stewardship
- 2-3 or more years of experience in relationship-based fundraising
- Project or program management experience, including managing campaigns, budgets and timelines
- 2 or more years experience writing and stewarding grants
- Experience with prospecting and fund development strategies
- Communications and marketing experience is helpful, but not required
- Ideally, connected with environmental and social justice organizations in the Twin Cities Metro
- Ability to work independently, and collaboratively, without a lot of direction
- Excellent and responsive communicator, both verbally and by email. Ability to develop and maintain strong relationships with donors, partners, volunteers and staff.
- Ability to utilize technology including Microsoft Office programs, Asana, timesheet reporting and cloud file storage software, and email for development-based work.
- Access to high-speed internet and a mobile phone

To Apply: please send your resume, 2 references and an example of your work (this could be a campaign piece you created, a donor impact report, newsletter, etc) to Laura Scholl, laura@metroblooms.org. Applications received by February 10th will be given first consideration. Position will be open until filled.

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