

## **DEVELOPMENT DIRECTOR | JOYCE PRESCHOOL**

**Position:** Development Director

**Reports to:** Executive Director

**Location:** 3400 Park Ave S, Minneapolis, MN 55407

**Who We Are:** The mission of Joyce Preschool is to provide children from diverse ethnic, linguistic, and economic backgrounds with developmentally and culturally appropriate preparation for success in school and lifelong learning. This mission is achieved through providing quality early childhood education and family support in a dual immersion setting. Our program provides the crucial bridge to success in K-12 education. We focus on school readiness, second language acquisition and cultural appreciation, and parent involvement and support.

### **JOB DUTIES**

**Development** — Develop and drive implementation of comprehensive strategic multi-year development plan. Work with the executive director and board to identify development goals, measurement tools, and tactics to support the school's strategic plan. Develop work plan and manage day-to-day development efforts, including:

- Work with board and donor relations staff to identify prospects, build relationships, and cultivate current and new donor relationships.
- Analyze, maintain, and improve donor cultivation capacity at Joyce, including data tracking.
- Oversee implementation of donor communications strategy designed to strengthen connections to school (e.g. newsletters, event updates, online giving opportunities such as GiveMN, etc.).
- Develop parent education and engagement activities leading to increased parent participation in fundraising.
- Coordinate donor cultivation activities such as fundraising breakfasts, mission nights, gala fundraisers, peer-to-peer fundraising, etc.
- Working with the Communication Manager to write Fall, Winter and Spring appeals for donations.
- Assist in maintaining strong relationships with the faith community, foundations, corporations and other fundraising partners.

**Grants** — Seek grant funding from new and existing grant sources to meet or exceed grant goals. Research foundations; develop timeline and proposals/letters of inquiry; complete and track grant applications and reports with support from the Executive Director.

**Individual Donors** — Cultivate new donors and increase donations from existing donors through events, solicitations, and development of major gifts programs.

**Business Sponsorships** — Research, network with, and develop relationships with new and existing sponsors. Coordinate efforts of event committees to meet or exceed goals for event sponsorships and develop systems for maintaining relationships with sponsors/potential sponsors.

**Events** — Develop and implement organizational vision and annual plan for fundraising events. Alongside the Communication Manager, Executive Director and members of the board in planning and execution of special events including event budgeting, cost-benefit (ROI) analysis, developing marketing and presentation materials, and planning program components. Participate in events with an emphasis on networking, building relationships, and cultivating current and potential supporters.

**Financials and Development Management** — Ensure all donations and donor activities are accurately entered into CRM in a timely manner. Generate reports/thank you notes. Assist in other projects relating to the overall development health of the organization.

## **QUALIFICATIONS**

### **Required Qualifications:**

- Exceptional written and oral communication skills, including experience with grant writing, presentations, and other formal and informal professional communications.
- Demonstrated experience working with diverse populations and multiple cultures.
- Demonstrated success in building relationships and coordinating the work of others to meet organizational goals.
- Experience with and knowledge of fundraising and communications best practices.
- Extensive experience in nonprofit fund development and implementation.

### **Preferred Qualifications:**

- Bilingual (English and Spanish) including strong written and oral communication skills.
- Experience working with the Latino community in Minneapolis.
- Experience with donor cultivation and board/committee engagement in fundraising.
- Etapestry software proficiency preferred
- Management experience

**Schedule:** 40 hours per week, ability to work remote. Hybrid working schedule

**Benefits:** Eligible for our benefits program, which includes medical insurance, dental, vision, Simple IRA, PTO, and other benefits.

**Salary Range:** \$65,000-75,000, based on experience

**How to Apply:** Please send a resume to [careers@joycepreschool.org](mailto:careers@joycepreschool.org)

Joyce Preschool does not discriminate against any person because of race, color, sex, sexual orientation, gender identity, national origin, age or disability. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.