



Development Manager/Director Job Description

Location: Remote

Reports to: President/CEO

Supervises: Grants & Development Specialist (with potential to grow the team)

Experience: 3–7 years

Status: Full-time (some evenings/weekends)

Salary: \$70,000–\$90,000

About the Organization

MNPQC is a growing nonprofit dedicated to ensuring safe, respectful, and high-quality perinatal care is accessible for all Minnesota families. We are in an early growth phase and building the systems, relationships, and partnerships needed to scale our impact.

Position Summary

The Development Manager/Director is a newly created role responsible for helping build and strengthen fundraising systems, donor engagement strategies, and development operations to support sustainable organizational growth. The level of the position will be determined based on the selected candidate's experience, demonstrated leadership capability, and track record in nonprofit development.

This role places a strong emphasis on donor engagement, major gifts, grants and foundation funding, and relationship cultivation. The position is highly collaborative and hands-on, blending strategic thinking, systems development, and fundraising execution. The Development Manager/Director works closely with the President/CEO, Board of Directors, and program staff to advance fundraising goals and expand organizational capacity.

Key Responsibilities

Staff Supervision & Growth

- Supervise and support Grants & Development Specialist and external partners
- Design systems and processes that enable future staff growth and role expansion

Fundraising Strategy & Systems

- Develop and manage the annual development plan
- Set revenue targets, track pipelines, and maintain CRM systems

Donor Relationships & Major Gifts

- Build out and manage a portfolio of a minimum 50 individual, corporate, and foundation prospects



- Cultivate, steward, and solicit donors in partnership with the Board

Grants & Foundation Relations

- Oversee the research, writing, and management of both federal, state, and foundation grant proposals and reports
- Maintain an organized grant calendar with application deadlines, reporting schedules, and renewal opportunities

Communications & Storytelling

- Refine the case for support and create donor-focused communications
- Partner with program staff to capture and share impact stories

Events & Board Support

- Oversee 1–2 small fundraising or engagement events
- Train and support board members in fundraising activities

Qualifications

- Approximately 3–7+ years of nonprofit development, fundraising, grant management, or related experience
- Bachelor's degree or equivalent combination of professional and lived experience
- Strong writing, communication, relationship-building, and organizational skills
- Ability to work both strategically and tactically in a growing organization
- Comfort working in a collaborative, entrepreneurial environment
- Passion for maternal healthcare, health access for all, or related work

Ideal Candidate

The ideal candidate will bring experience in nonprofit fundraising, donor engagement, grants management, or development operations, with the ability to grow alongside the organization. Experience building or scaling fundraising systems within a startup, early-stage, or rapidly growing nonprofit environment is highly valued.

Candidates with deeper strategic leadership and team management experience may be considered for a Director-level appointment. Demonstrated success securing government grants and/or private funding is strongly preferred.

Why This Role Matters

This role is foundational to MNPQC's growth. The Development Manager/Director will directly shape how the organization funds its mission, tells its story, and expands its impact on maternal healthcare.