



Director of Development 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: \$80,000–\$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 Director of Development is a newly created leadership role responsible for building fundraising systems and processes from the ground up while leading all development efforts. The position places a strong emphasis on donor engagement, major gifts, and foundation funding. This is a hands-on role that blends systems thinking, strategic planning, and relationship cultivation. The Director works closely with the President/CEO, Board of Directors, and program staff to drive sustainable revenue growth.

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 grant calendar and supervise the grant writer



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

- 3–7 years of nonprofit development or grant experience
- Bachelor's degree or equivalent life experience
- Strong writing, relationship-building, and organizational skills
- Comfort working in a small, growing organization
- Passion for maternal healthcare, health access for all, or related work

Ideal Candidate

The ideal candidate will have experience building and scaling a fundraising and development function within a startup or early-stage nonprofit environment. A demonstrated track record of securing government grants and/or private funding is strongly preferred.

Why This Role Matters

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