



## 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.