



DIRECTOR OF DEVELOPMENT

Salary Full Time

St. Paul, MN, US

Compensation: \$70,000 to \$85,000 annually and complemented by a suite of benefits

Reports to: Executive Director

About the Ann Bancroft Foundation

Since 1997 the Ann Bancroft Foundation (ABF) has supported Minnesota girls in grades K-12 to imagine something bigger and achieve their potential. ABF strives to eliminate barriers for all who identify as a girl to achieve their dreams and offer tools that will allow them to feel supported along the way through grants, mentorship, and ongoing development opportunities.

ABF exemplifies the spirit of explorer and educator Ann Bancroft, whose leadership and personal and historic achievements have inspired many to courageously take on new challenges. Bancroft organized and led the first-known all-woman expedition to Antarctica, becoming the first woman to reach both Poles across the ice.

ABF operates with a passion for making a difference in girls' lives and chooses to partner with like-minded individuals and organizations to cultivate an environment that supports girls in the achievement of their dreams. The ABF community, composed of alumni who have received grants, mentors who guide the process, strategic partners who enhance the impact, and supporters who fund our programming, is diverse, inclusive, connected, accessible, transparent, healthy, and supportive. ABF encourages members of this community to be bold, courageous, and innovative. We take pride in the growing pool of people who eagerly claim membership in our community.

Job Summary

As a key partner to the Executive Director, the Director of Development works collaboratively across the organization to strategically design and implement fundraising activities, including institutional and individual cultivation, solicitation, stewardship, event management, and database management. As an integral member of a small team within a transformational growth organization, the ideal candidate navigates between big-picture strategic thinking and the hands-on work to make it happen. A demonstrated ability for being highly organized, detail-oriented



and can balance multiple priorities and deadlines while identifying solutions to gaps and pain points.

KEY RESPONSIBILITIES

Strategy

- Work in collaboration to develop annual and long-term fundraising strategies to surpass and maintain \$1 million in contributed revenue
- Foster a culture of philanthropy to retain and steward existing individual donors while centering the mission and the community
- Raise the profile of the Ann Bancroft Foundation among foundations and corporations, cultivating new relationships and representing ABF at external events as needed

Fundraising

- Create and implement a comprehensive fundraising program that raises annual and major gifts from individuals, corporations, and foundations
- Conduct prospect research, management of funding pipeline, and maintenance of grants calendar
- Collaborate with Communications Specialist to create compelling donor-facing communications, including the creation of the Annual Report, and other materials to support fundraising goals
- Research and write grant proposals and fulfill reporting requirements

Events and Corporate Sponsorship

- Develop a fundraising plan to harness and grow corporate sponsorships in collaboration with the Executive Director and members of the Development Committee
- Lead donor engagement and appreciation events
- Evaluate the success of existing events and identify opportunities for enhancements and adjustments

Gift Processing, Donor Acknowledgement, Administration

- Manage and oversee gift processing and donor relations, ensuring timely gift acknowledgments
- Manage and oversee monthly and annual reconciliation of development and accounting records
- Facilitate contributions from crowdfunding and employee-giving platforms
- Maintain dashboards and utilize metrics to measure development goals and budget



- May supervise staff and development consultants as needed

Board Relationship

- Serve as point of contact for Development Committee, including working with the Development Committee Chair to set monthly meeting agendas and prepare reports
- Foster Board and Development Committee member engagement with fundraising strategies
- Support Board and Development Committee members with development opportunities

Perform other duties as assigned.

EXPERIENCE / QUALIFICATIONS

The Director of Development must believe in and be a passionate advocate for the mission of the Ann Bancroft Foundation. A strong applicant will possess these qualifications:

Experience

- **Required:** (6) six years of professional experience, with at least (4) four years in development-related activities with demonstrated and quantifiable success in achieving fundraising goals and working with volunteers. Proven track record of effective gift solicitation, donor communications, events, and fundraising operations management.
- **Inclusion:** Demonstrated experience working with diverse populations, and a demonstrated commitment to advancing equity and social justice.
- **Schedule Flexibility:** Able to occasionally work early mornings, evenings, and weekends. This position is currently remote to hybrid but expected to transition to the office when able.

Travel: Able to travel in Minnesota several times during the year to meet assigned prospects or donors and attend events.

Competencies

- Excellent communication (both written and verbal) and relationship-building skills with a strong focus on contributing to an inclusive and positive environment. Must be able to build trust and interact with stakeholders and staff at all levels, and with individuals of diverse backgrounds
- Proven ability to think strategically and build successful fundraising strategies for growth



- Focus on achieving and exceeding fundraising goals while building a successful fundraising infrastructure
- Deep experience in producing results independently and as part of a team
- Ability to provide high-quality customer service to internal and external clients, including the board, funders, corporate partners, grantees, and staff
- Experience with some (or all/equivalent) of these: Microsoft Office Suite, Donor Perfect or similar donor relationship management system, and Crowdfunding platforms, e.g. GiveMN, OneCause
- Use of data analysis and a curious mindset to optimize development strategies, trends, and tactics
- Agile and resourceful problem solver with a solutions-over-obstacles approach
- Excellent judgment and discretion in handling confidential and sensitive information
- Experience managing projects and working with deadlines, including defining and managing the scope of development-related activities
- Self-motivated with excellent organizational skills and the ability to successfully juggle multiple priorities
- Talent for identifying and creating efficiencies and refining processes
- Consistent follow through with donors, staff, board, and volunteers
- Exhibits a positive attitude and able to pivot quickly as priorities shift and team continues to take shape
- Work at a desk and computer while writing, typing, and using the phone. Ability to move around the office and event sites
- Ability to lift, move and set up the necessary equipment for special events

Education

- Bachelor's degree preferred but not required

HOW TO APPLY

The Ann Bancroft Foundation is committed to recruiting, selecting, and developing employees based on individual merit. We provide equal employment opportunities to everyone regardless of race, color, religion, sex, national origin, age, or disability. Qualified candidates are encouraged to submit a cover letter, resume, and three professional references to careers@annbancroftfoundation.org