

JOB DETAILS

Employment – Part-time position to start reporting to the Executive Director

Job Function - Fund Development Manager

Industry - Non-profit Organization

Antonelli & Associates has been retained to lead a search for a Fund Development Manager for the West Broadway Business and Area Coalition (WBC), Minneapolis, MN.

THE ORGANIZATION

WBC has been and continues to be a resource for the North Minneapolis area (Northside.) close to 80 years. When you come to work at WBC, we promise to support your growth, respect your strengths, and empower you to make a difference in others' lives.

COME GROW WITH US! WBC is a non-profit organization that focuses on creating an inviting West Broadway Community and transform the "Northside" into a thriving economic community. Learn more about WBC' s mission, history, and current programs at <http://westbroadway.org/mission/>.

YOU'LL LOVE WORKING FOR WBC IF YOU:

1. Care about building the capacity of businesses and entrepreneurs in the Northside.
2. Changing cultures and systems for long term systemic change highlighting the positive and cultural assets of North Minneapolis.
3. Engaging the community in the ongoing revitalization of the West Broadway area.
4. Want to work with others to take action to improve people's lives.

ESSENTIAL RESPONSIBILITIES

- Works collaboratively with the Executive Director and Board of Directors to plan and coordinate all aspects of fund development and public relations for WBC.
- Serves as part of the executive leadership team to provide recommendations and input in strategic decisions to accomplish WBC's mission.
- Provide leadership on all fundraising initiatives, including special events, major gifts, planned giving, sponsorships, donor cultivation, and grant writing.
- Develop and drive the implementation of a comprehensive fundraising strategy that sustains and grows revenue streams.
- Identify, organize, and manage the affiliate's fundraising activities with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals.
- Identify development goals and tactics to support WBC's strategic plan.
- Manage grants, individual donors, business sponsorships, event planning, outreach/networking efforts.
- Oversee and manage government contracts and private foundation grants and reporting.
- Develop a robust grant tracking system to monitor status.
- Complete reporting for government contracts and regular grants.
- Support the Executive Director in efforts to build and strengthen relationships with local and state legislators and policymakers.

QUALIFICATIONS

- Bachelor's Degree with an emphasis or concentration in business, marketing, public relations, or related field.
- Two to five years of professional development and fundraising experience.
- Ability to work with minimal supervision, and self-motivated
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.

- Confident public speaking and able to express ideas verbally and in writing.
- Proficiency with Microsoft Office applications

WBC is striving to create an inclusive organizational culture. We strongly encourage applications from candidates who identify as Black, Indigenous, and People of Color (BIPOC), people who identify as LGBTQIA+ and non-binary, people living with disabilities, and people from marginalized communities. We are happy to discuss the steps we've taken to integrate Equity, Diversity, and Inclusion values into our workplace.

For considerations, please send your resume and cover letter in Word or Pdf. format to info@antonelli-associates.com with the subject line: WBC Fund Development Manager. **Close date September 27, 2020.**