



MINNESOTA COUNCIL OF CHURCHES

Minnesota Council of Churches POSITION VACANCY NOTICE – DEVELOPMENT DIRECTOR

Are you a change-maker? Do you thrive in collaborative environments that give you room to think strategically, develop systems, and build a network? We are looking for a development officer with a passion for justice and a knack for telling stories and connecting with people. If you want to dig into data, devise strategy, and help the Minnesota Council of Churches as it seeks to weave social justice into the fabric of faith communities in Minnesota, then this may be the position for you.

The Minnesota Council of Churches (MCC) is a member-driven Christian organization, comprised of 25 Christian judicatories (denominations) in Minnesota, including the Historic Black Church, Mainline Protestant Church, Traditional Peace Churches, and the Greek Orthodox Church, and representing over one million Christians in Minnesota. We are committed to building Christian and interfaith unity through the work of justice, serving as advocates and activists for reconciliation. Our largest and oldest program is MCC Refugee Services, a refugee resettlement agency established in 1985. We offer a flexible and collaborative work environment, with about 35 employees between our offices in Minneapolis and Mankato.

We connect with:

- Denominations, congregations, religious leaders, and Christians.
- Activists, people of other faiths, and refugees.
- The public life of Minnesota: legislators, businesses, foundations, and government.

We embrace a vision of unity built on justice.

The Minnesota Council of Churches seeks an experienced Director of Development. This is an exempt, full-time position, salary commensurate with experience. MCC is an equal opportunity employer and is committed to a culture of diversity, equity, and inclusion. People of color are encouraged to apply.

About the Position: The Director of Development is responsible for building and overseeing an effective fund development program for the Minnesota Council of Churches (MCC). This individual will design and implement solicitation initiatives and expand systems for receiving, recording, and acknowledging gifts. Working with the MCC Board of Directors and executive staff, the Director of Development will articulate MCC's case for support, connecting with and motivating current and potential donors to build a strong, vibrant culture of philanthropy, one that aligns with MCC's values and vision.

Position Responsibilities and Duties: The Director of Development is a member of the MCC staff and reports to the CEO. Their position includes seven key areas of responsibility:

1. Work closely with the CEO, Development Committee, Communications & Program Directors, and MCC Board to plan donor cultivation and solicitation tactics, assess progress, develop marketing and



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communications strategies, and train volunteer solicitors. Recommend to the Board and executive staff actions necessary for ensuring the momentum and future success of the development program.

2. Serve as a member of the MCC leadership team, participating in goal-setting and strategic visioning, especially as it relates to MCC's development program. Collaborate with lead program staff on event coordination, congregational outreach (occasionally in Greater Minnesota), and volunteer engagement.
3. Expand MCC's current base of donors and supporters. Cultivate relationships with individuals, foundations, congregations, denominations, and corporations, in support of the funding needs of MCC. Prepare and implement annual plans and timelines.
4. Identify donor prospects and conduct related research; create and manage prospect research profiles; research and implement a donor management database (to replace or upgrade current software as needed); organize and maintain a complete system for reporting prospect/donor information; develop group and individual cultivation and solicitation plans for donors and prospects.
5. Prepare letters, proposals, and other reports or materials needed for effective solicitation of prospects; maintain follow-up system. Write and revise grant narratives in partnership with program directors. Direct process for all Foundation and/or Corporate grant applications.
6. Refine MCC's current system for tracking donors. Prepare monthly progress reports on activity, including prospect lists, assignments by committee or volunteer, evaluations, contacts made, formal solicitations delivered, presentations, results, payment schedules (if multi-year pledge), follow-up reports needed, recognition.
7. Expand current donor acknowledgment and stewardship process, developing and implementing systems and procedures to ensure the timeliness of all acknowledgments.
8. Other duties as assigned.

Position Qualifications:

- Bachelor's degree or equivalent in experience; CFRE certification desirable but not mandatory
- Minimum of 3 years of proven success in not-for-profit fundraising program management
- Demonstrated ability to interact comfortably and competently with people from diverse racial, social, economic, educational, and religious backgrounds
- Commitment to the faith-based work of MCC and to the vision of unity built on justice
- Ability to work flexible hours as necessary, including some evenings and/or weekends
- Statewide travel may be required; valid driver's license required

To apply: Please submit cover letter and resume to Tim Torgerson at ttorgerson@hansenhenley.com.