



## **Development Manager**

### **Who We Are**

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

### **Core Value Statements**

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

### **Position Summary**

The Development Manager is responsible for coordinating and implementing grant writing efforts including developing proposal concepts in conjunction with program leadership staff; writing and submitting grant requests to deadlines of institutional funders; maintaining effective grant tracking and reporting systems and ensuring timely submission of all reports. This position

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will also partner with the Director of Advancement on individual giving and annual fund campaigns. The Development Manager is an integral member of the Advancement Department and reports to the Director of Advancement.

### **Primary Duties**

Institutional giving leadership: Prospect research, proposal writing, calendaring for requests and reports, connecting with departments as needed for requests and reports, organize program data for ease of reporting and annual reports.

Individual giving: Assist with gift entry and acknowledgement, provide support for fundraising campaigns

Fund development department: Serve on the Board Fund Development Committee, represent Family Tree in fundraising settings as needed, maintain status of Charities Review Council, Candid and other seals, and other funders, keep current with fundraising community, assist with aligning Family Tree's development efforts with Community-Centric Fundraising principles.

### **Independent responsibilities**

- Prospect research
- Prepare and compose high-quality grant requests, ensuring proposals are relevant to organizational needs and funders' priorities
- Maintain the grants calendar and system for tracking proposals, reporting deadlines and other funder specific criteria
- Stay apprised of, and ensure compliance with IRS regulations, best practices and procedures, and foundation requirements for all Foundation grants and programs, and bring ideas to executive and program leadership
- Maintain Charities Review Council and Candid status
- Serve as a contact person with institutional funders to maintain relationships
- Develop summaries of program results and metrics that support grant proposals, reports, and potential donor stewardship meetings

### **Collaborative responsibilities**

- Work with the Communications and Development team to create and implement comprehensive development plans and strategies
- Work with the Director of Advancement and the Advancement Associate to bolster the operations and administration efforts of individual fundraising, including proper gift accounting, receipts, and acknowledgement processes
- In conjunction with the Director of Advancement and Communications Manager, develop and implement fundraising activities for mailed appeals, electronic appeals, Give to the Max Day and Give OUT Day by writing appeals, acknowledging donations, and securing in-kind and cash sponsorships from individuals, businesses, and organizations

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- Engage relevant staff in providing necessary statistical and programmatic information for proposals and reports
- Support donor relationship management and development with the Executive Director and Director of Advancement
- Meet with department directors at least twice a year to have a broader conversation about department needs/wants and funding gaps.
- Once grants are secured, lead a meeting with program staff and department director to discuss deliverables and tracking to ensure clarity in the reporting process.

### **Additional duties**

Perform additional tasks and responsibilities as assigned.

### **Qualifications**

#### **Required**

- Minimum of 3 years of work experience in nonprofit grant-writing and/or fund development
- Outstanding research skills
- Excellent written and verbal communication skills with a variety of people
- Competency with a variety of computer software programs, including databases
- Ability to work effectively in a deadline-driven environment, exceptional attention to detail, and positive and team-based approach to work
- Experience with Google and Microsoft office products and applications
- Ability to maintain confidential records and information.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression
- Commitment to reproductive justice, racial justice, gender justice, LGBTQ equity, trans equity, and sexual health care and education

#### **Preferred:**

- Strong experience in government requests and reporting
- Familiarity with donor databases
- Comfortable with nonprofit budgeting and preparing financial documents

### **Reporting Relationship**

This position reports to the Director of Advancement.

### **Salary & Benefits**

Hourly pay rate is \$30.00 - \$32.21, depending on qualifications. This is a benefits-eligible position, with paid holiday, vacation and sick time, and 2% employer matched 401k.

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Full time benefits include medical insurance, dental insurance, vision insurance, life insurance, long-term disability insurance and free parking.

## **Hours**

40 hours per week, Monday - Friday

## **Typical Working Conditions**

- Conditions typical to an office environment including sitting or standing at workstation and in meetings, viewing computer screens, lifting up to 30 pounds.
- This position is expected to work on-site in a clinical & office environment with some remote work flexibility.
- Hazards common to clinical and educational environments including potential exposure to communicable diseases.
- To help ensure the health and safety of our Patients, Clients, Students, and Staff, Family Tree requires all employees to be fully vaccinated and boosted against the COVID-19 virus. All new employees are required to be either fully vaccinated, receive their first dose, or receive any recommended booster shots within 2 weeks of hire. If you have questions about the vaccine policy, please contact our HR department at [dangelucci@familytreeclinic.org](mailto:dangelucci@familytreeclinic.org). Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

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