



Development Manager

About The Open Door: The Open Door is a dynamic hunger relief organization providing fresh and healthy food to more than 18,000 individuals each month through a variety of innovative programs. Founded in 2009, The Open Door has quickly grown to become one of the top 5 food shelves in Minnesota, and our focus on providing healthy food and a dignified experience has helped change the food shelf landscape across Minnesota. With the largest Mobile Food program in the region, and a vibrant Garden to Table program helping community members grow their own food in 13 gardens across Dakota County, our volunteers and staff get more food to more people than any organization in Dakota County.

A recently completed Capital Campaign has provided a brand-new space in Eagan that gives our team the space, technology, and infrastructure necessary to become an even more effective and impactful organization. Our team has found ways to triple its capacity to serve over the past 3 years, and we are looking for someone to help us generate the support needed to continue growing until we get food to everyone in our community that needs it.

Our work is powered by 80 – 100 volunteers every day and supported by a growing and generous community of donors who make our work possible.

We are seeking a dynamic individual to join our team of fundraising as we find opportunities to engage our community in ways that generate and retain support to ensure everyone in our community that needs food has the access they need.

Our mission is critical, our impact is tangible, and the unparalleled work of our programs team provides all the content needed to make a compelling case for joining the fight to end hunger in Dakota County. If you are looking for a fun place to work with mission-focused colleagues where you can see the impact of your efforts, then this could be the job for you!

The Open Door's Team Values –

- We strive to be dependable, reliable, and consistent.
- We treat everyone with dignity and respect.
- We listen first, learn second, and adapt third.
- We make decisions in alignment with our mission.
- We pitch in where and when needed.

Compensation and Benefits

The Open Door offers a competitive compensation and benefits package, including:

- Full time exempt salary of \$55,000 - \$65,000 depending upon qualifications
- Individual Coverage Health Reimbursement Agreement (ICHRA)
- Retirement Plan with 3% Match
- Life insurance, short-term and long-term disability
- 10 paid holidays
- PTO starting at 20 days per year

Summary of Job Description:

The Development Manager is an integral part of the Development and Communications team, along with, the volunteer-based Development and Events Committees. The team is charged with raising funds for,



and awareness of a dynamic hunger relief organization committed to ending hunger through access to healthy food. The position directly reports to the Director of Development and Communications.

Specific accountabilities include:

1. Community Engagement (35%)

- Attend community and chamber events on behalf of TOD
- Oversee speaking engagements to share information about TOD within the community
- Engage individuals/businesses with TOD.
- Manage Community engagement calendar and requests
- Oversee third-party fundraising and donation events
- Lead and oversee the Community Relations Volunteer group (speakers bureau)

2. Events (30%)

- Manage signature fundraising event(s), donor cultivation and recognition events, and other fundraising events.
- Research, identify and secure sponsors, table hosts, ticket buyers, and auction items
- Manage committed sponsorships
- Create, proof for accuracy, print, and assemble event materials such as nametags, programs, digital assets, confirmation packets, invitations, PPT presentations, etc.
- Anticipate common needs and take appropriate initiative to promote a smooth planning process and guest experience
- Provide oversight and lead logistical execution of and fundraising for events
- Proactively track critical facets of each event and provide needed updates to supervisor, event committee, and other necessary parties
- Execute logistics (registration, decorations, volunteer coordination, set-up and tear-down)
- Manage details including: online registration, RSVPs, signage
- Solicit and coordinate event staffing, develop and execute event-related training, and ensure accurate and complete execution of event logistics

3. Individual Giving (35%)

- Assist with the creation and implementation of a comprehensive fundraising strategy to generate revenue to meet/exceed budget goals through a diversified funding base
- Solicit gifts and participation in various campaigns
- Collaborate on printed and email appeals
- Work in conjunction with Communications Team to execute print and email appeals
- Assist with research initiatives on prospective donors, and engage Development Committee in donor cultivation and stewardship
- Work with Director of Development and Communications to plan stewardship and cultivation events and engagement opportunities
- Develop strategies for managing a small portfolio of individual donors (100+) in coordination with Director of Development and Communication and Executive Director to develop strategies that meet TOD revenue goals
- Professionally interface with leaders and donors on the phone, in-person, and by email
- Work with Director of Development and Communications on cultivation, stewardship and solicitation for sustaining (monthly) donors and mid-level
- Use Nonprofit Easy (CRM) database to ensure relationships, contacts are documented



Ideal Competencies

- Strong desire to eradicate hunger in Dakota County
- Strong organization and prioritization skills
- Deep appreciation for volunteers
- Excellent interpersonal skills
- An upbeat, enthusiastic and positive attitude
- Ability to manage multiple responsibilities and make quick decisions
- Ability to process and resolve issues with clients of all ages, cultures and abilities with self-awareness regarding judgement and bias
- Ability to work independently and as part of a team

Qualifications:

- A bachelor's degree from an accredited college or university is preferred and/or 3+ years community relations and fundraising success
- Experience with Microsoft Word, Outlook, and Excel, as well as with donor databases such as Nonprofit Easy, Raiser's Edge, or e-Tapestry
- Strong writing, proofreading, and organizational skills
- Comfort with public speaking and the ability to speak clearly and persuasively
- The ability to work collaboratively and independently in a fast-paced team environment, while simultaneously managing a large number of projects and/or events
- Ability to honor private and confidential information
- Working some nights and weekends required.
- Ability to lift 40 pounds
- Valid driver's license and reliable transportation.

Please submit a cover letter and resume to tara.lashley@theopendoorpantry.org