

## **Mary's Pence – Development Manager**

### **Organization Profile**

Mary's Pence's mission is to invest in women across the Americas by funding community initiatives and fostering collaborations to create social change. We envision a world where empowered women and their communities flourish in solidarity and justice. Mary's Pence is multi-faith, feminist, and inspired by the values of dignity, solidarity, and justice.

In the United States the Mary's Pence Grants program provides financial support and capacity building to grassroots women's groups across the country. In Central America and Mexico, we partner with ten women's groups in 5 countries on economic security, strong local women's organizations, family farming and emotional wellness.

Our annual budget is approximately \$700,000. Approximately 80% of our funds come from individual donors, with less than 20% from grants. Supporters of Mary's Pence are located across the country, and much of our communication is written – newsletters, emails and social media.

Mary's Pence has a staff of nine - six based in the United States, and three staff members in Latin America. The Development Manager works closely with the Executive Director and the Communications Manager (an new addition to the Mary's Pence staff), as well as board members, staff and volunteers To learn more about Mary's Pence, visit our [website](#), view our [annual report](#), and watch our [Responsive Philanthropy Award](#) video.

### **Summary**

This position is responsible for maintaining and growing our donor base including cultivating and stewarding relationships with donors and prospects. Responsibilities include developing and implementing a strategy for growing our donor base. This role manages the day-to-day operations of the development function including appeals, acquisition mailings, and other outreach events. It also manages the grant writing process including identifying grant sources, writing applications, tracking process, reporting results, and managing relationships. The person filling this role should stay current on development trends and available tools.

### **Role and Responsibilities**

#### Fund Development and Donor Relations

- Manage relationships with constituent groups including monthly donors, major donors, and women's religious communities (the Sisters).
- Create a plan to reach new audiences and expand our base of prospects.
- Analyze donor data to understand trends in retention and giving, differences between segments, etc, and come up with actionable insights to grow donor giving.

- Provide accurate, timely information to Executive Director and board regarding current fundraising and campaign progress, and donor growth and segmentation.
- Create a donor stewardship plan and major gifts strategy for the organization and collaborate with the Executive Director to implement and evaluate the these.
- Collaborate with the Executive Director to create the annual development plan and budget.
- Provide support to Executive Director and board members (research, solicitation training and scripts, etc.) to facilitate fundraising efforts.

#### Fundraising Appeals

- Plan and execute all donor solicitations (an average of four mailings per year, and corresponding email appeals), and other appeals as needed.
- Manage mailing list development and segmentation, partnering with other staff responsible for donor data.
- Manage an annual acquisition mailing using exchanged or purchased lists, to gain donors and connect with new audiences.

#### Grant Writing

- Create and submit grant proposals, budgets, and reports, in collaboration with program staff and Executive Director.
- Communicate with colleagues across the organization regarding funders' objectives, requirements, and related program activities.
- Identify and evaluate prospective grants sources to grow our grant funding.
- Build relationships with current and prospective funding sources.
- Maintain grants pipeline, tracking deadlines to ensure timeliness of applications and reports.

#### Outreach

- Periodically plan and oversee donor events, outreach activities, and conference exhibits/tabling.

#### Donor Database Management and Online Giving

- Administer donor management system (Donor Perfect) to maintain accurate and complete records with the assistance of the bookkeeper and office coordinator, including biographical information, gifts, pledges, cultivation activities (actions), appeals, campaigns, etc.
- Manage all online giving portals needed for one-time and ongoing solicitation activities – including GiveMN.org, PayPal, Benevity, Facebook and other online forms.
- Use donor data to understand and improve impact of campaigns and development efforts.

### **Knowledge and Experience**

- 5 years of experience in a development role, managing donor relationships and writing grants.
  - Ability to cultivate, research, solicit, and steward donors and prospects. Builds strong relationships with donors.

- o Builds strong relationships with donors. Seeks out new segments to engage in the work.
- o Proven ability to identify grant sources and acquire grants to support our work. Knowledge of grant writing resources and tools.
- High attention to detail with excellent organizational abilities - a project manager, communicator, and problem solver.
- Excellent communication skills, including written, face to face interaction, and public speaking.
- Computer proficiency, including Microsoft Office and Google for Nonprofits, donor database tools such as Donor Perfect. Experience with Constant Contact (email marketing platform) and Wordpress (website), experience with QuickBooks is a plus.
- Ability to effectively analyze financials and program performance.
- Bi-lingual in English / Spanish is a plus.
- Bachelor's degree or commensurate work experience.

### **Values and Work Style**

- Highly organized, self-motivated and able to manage multiple and complex projects. Organized and diligent about record-keeping and administration while setting and meeting deadlines.
- Creative and enjoys bringing new ideas to the organization.
- Ability to work independently and collaboratively with Executive Director, office and program staff, Board Members, and volunteers.
- Flexible working style, willing to give and take, willing to flex to the tasks needed, including administrative tasks. Comfortable in a small “everyone pitches in” office environment.
- Passion for social justice, particularly women’s issues in the U.S., Mexico, and Central America.
- Comfortable with diversity – age, political views, faiths, etc.

### ***The Mary’s Pence community welcomes you.***

Founded on the core values of **dignity**, **justice**, and **solidarity**, we seek to be a space of belonging and purpose where community comes together to work for social justice.

The integrity of our work depends on Mary’s Pence reflecting the diversity of the community, and the world, with regard to race, economic status, abilities, faith or beliefs, geography, age, gender identity, and sexual orientation.

Our spiritual roots and feminist values bring us together to listen and learn from one another, and to determine the path forward. There is wisdom in the whole.

We invite you to join us in this work.

### **Compensation and Benefits**

**Hours and Salary:** Full time, salary based on experience. Range \$50,000-\$65,000.

**Health Insurance and Retirement Benefits:** Generous comprehensive package.

**Vacation and Holidays:** 17 holidays, 5 vacation days during first year

**Deadline:** until filled

**Location:** 275 East 4<sup>th</sup> Street, #642, St. Paul, MN 55101

**To Apply:** Send resume and cover letter to [christine@maryspence.org](mailto:christine@maryspence.org)