



Director of Development

Cookie Cart

cookiecart.org

Cookie Cart is a nonprofit youth social enterprise that teaches life, leadership, and employment skills to teens of color through on-the-job and classroom experiences in nonprofit bakeries. We envision equitable communities where Cookie Cart alumni thrive and lead.

POSITION OVERVIEW: Cookie Cart seeks a Director of Development to direct and lead all organizational fundraising efforts.

SUMMARY: The Director of Development develops, organizes, and implements all Cookie Cart fundraising strategies, including the major gifts program, donor relations, annual fund, planned giving, events, and campaigns. They foster and advance positive external relationships with potential and existing funders and donors through regular community outreach and engagement.

The Director partners closely with, and reports to, the Executive Director in all development and fundraising endeavors. This full-time position supervises the Development team which currently includes three professionals. The Director will build on Cookie Cart's fundraising success and develop and advance new strategies for the future.

This position represents the entire organization to include both sites in Minneapolis and St. Paul.

Interested candidates should send a cover letter and resume to: cfraction@cookiecart.org

SUPERVISORY RESPONSIBILITIES

- Lead a team of development professionals to their highest performance through coaching and clearly articulated goals, objectives, and fundraising targets.
- Coach and develop direct reports.
- Create, model, and maintain a collaborative and inclusive team.
- Conduct timely and constructive performance evaluations.
- Partner with the Executive Director and HR regarding employee performance management in accordance with Cookie Cart policies, practices, and business needs.

PRIMARY DUTIES/ RESPONSIBILITIES

- Strategically engage in relationship management and cultivation, solicitation, and stewardship of prospects.
- Manage a major gift portfolio of prospects including identification, qualification, cultivation, solicitation, and stewardship of major outright and planned gifts. Travel locally to fulfill these duties.
- Collaborate with the Executive Director and the Board Chair of Development on the strategic development and execution of Cookie Cart's advancement efforts in the context of the annual development plan and Cookie Cart's Strategic Plan and vision.

- Work with the Executive Director to develop an annual work plan, including specific fundraising, prospect development, and programmatic goals with an emphasis on achieving agreed-upon goals integrating annual fund and events.
- Identify and prioritize prospects to set achievable annual and multi-year goals based on Cookie Cart priorities.
- Contribute to the development and articulation of a compelling case for support.
- Oversee the production of relevant and informative fundraising literature for distribution to previous and prospective donors, as well as the public.
- Oversee the planning and execution of fundraising events with the support of volunteers and the development team.
- Manage and oversee the writing of grants.
- Maintain accurate and relevant gift records; complete reporting using Salesforce or other applicable software.
- Develop and maintain effective working relationships and communications at all levels of the organization.
- Perform other duties as applicable or assigned.

REQUIRED SKILLS, ABILITIES, AND COMPETENCIES

- Knowledge of successful fundraising strategies, programs, and best practices.
- Exceptional organizational skills.
- Ability to coach, motivate, and lead individuals and teams effectively.
- Proven persuasive verbal and written communication skills; excellent reading, writing, editing, and research abilities.
- Demonstrated initiative and discipline; ability to effectively perform, prioritize, and meet deadlines under pressure.
- Proficiency with MS Word, Excel, and Office suite; familiarity with Salesforce a plus.

QUALIFICATIONS

- Bachelor's degree or equivalent relevant experience.
- A minimum of 5 or more years of experience in professional fundraising, demonstrated success with major donor relations, corporate and family foundations, and capital campaigns and overseeing grant writing, ideally in a nonprofit.
- Demonstrated experience cultivating a pipeline of new and diverse funding sources.
- Experience managing a team of professionals.
- Demonstrated experience and commitment working with diverse communities.
- Must have a current driver's license and vehicle to travel to meetings locally.

Pay Range: \$90,000-\$109,000

Benefits: Paid medical, dental, and life insurance, paid time off, paid holidays, and an employer matched retirement plan.

This is a salaried position. Candidates must be able and willing to be flexible and work some evenings and weekends as needed.

This position offices out of the Minneapolis bakery office: 1119 West Broadway Avenue, Minneapolis, Minnesota 55411.

Cookie Cart is proud to be an equal opportunity employer. We encourage anyone, regardless of race, age, color, religion, national origin, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy or any other classification protected by law to apply.

We pride ourselves on inclusiveness and honor diverse strengths, contributions, voices, and backgrounds.