



Job Announcement

Job Title: Development Director

Reports To: Executive Director

FLSA Status: Exempt

Hours: Full-time, 40 hours/week, including occasional evenings/weekends

Salary Range: \$60,000-\$75,000 FTE annually, plus a benefits package including health, dental, and life insurance as well as vacation, sick and safe time.

Location: Any LSP office (Minneapolis, Montevideo or Lewiston) or remotely

Mission: The Land Stewardship Project (LSP) is an organization grounded in its mission and membership. We seek to do work that ensures that the health of the land is enhanced, small- and mid-sized farms thrive, communities are prosperous, and true democracy flourishes. The mission of the Land Stewardship Project is to foster an ethic of stewardship for farmland, to promote sustainable agriculture, and to develop healthy communities.

Job Summary:

As our Development Director, you play a key role in fulfilling our mission by supporting the organization in raising funds. You achieve this through cultivating relationships with potential donors, current donors, strategic partners and others to ensure the success of Land Stewardship Project's mission.

What you bring to the position:

- You have zeal for the organization's mission and understand that developing relationships and educating constituents on the mission is the key to raising funds.
- You understand the importance of setting goals and you consistently achieve or exceed your goals.
- You can take initiative to carry out your job duties and see what needs to be done.
- You embody and align with our vision and mission and appreciate the strength and stability that comes from working with a values-based company.
- You embrace change and have the resilience required to continually improve yourself. You can think creatively and can adapt to evolving situations.
- You understand the need to collaborate with your team members and other departments and that synergy comes from everyone rowing in the same direction.
- You do your work with a courteous, cooperative, and helpful mindset, with a positive attitude and in the spirit of teamwork to ensure the success of our organization.

Essential Functions:

You will use your RELATIONSHIP BUILDING AND EDUCATIONAL SKILLS to:

- Meet with prospective and current donors to the organization and build long term relationships.
- Research and identify grant prospects that align with LSP's mission and strategic goals.
- Make necessary calls to steward, cultivate and discover potential and current donors.

- Track and support funder communications, including building and maintaining some funder relationships and supporting relationships with program staff and funders.

You will utilize your ADMINISTRATIVE SKILLS to efficiently:

- Create and maintain LSP's grants calendar and database to ensure all deadlines are met and proposals and reports submitted accurately and on time, and all materials are organized and saved in the proper locations.
- Look for and establish efficiencies across program staff related to grant writing.
- Track and maintain notes on meetings with partners.
- Manage all administrative functions for the entirety of the grant seeking process, from prospecting to reporting.
- Other duties as assigned.

You will use your COLLABORATIVE SKILLS to:

- Work with the development team to ensure success of team goals, including raising funds for general operating expenses.
- Actively work with the development team in providing the appropriate stewardship pieces to donors.
- Coordinate with program staff and ensure monthly program reports and strategic quarterly assessments of grants work are complete. Develop performance metrics and tracking processes for program evaluation purposes.
- Coordinate grant seeking and reporting processes. Work with program directors and staff and the grant writing consultant to develop vision, framing, and strategy for project proposals.
- Coordinate with program directors and the Finance Director to develop grant/project budgets.

Qualifications (required):

- Minimum of five years in nonprofit development.
- Track record of applying for, writing, and managing federal grants.
- General grant writing ability and full Grant Lifecycle experience.
- Project management experience and the ability to manage competing priorities.

Skills:

- Superior writing skills, impeccable attention to detail and organization.
- Superior interpersonal and all-around communicator.
- Strong sense of personal initiative; excellent personal accountability and follow through.
- Strong commitment to social, racial, and economic justice and progressive political change.
- Commitment to the mission and values of the Land Stewardship Project.
- Strong in relationship building, cultivating trust, responding to feedback, and thriving in a collaborative environment.
- Strong computer skills including MS Word, Excel, Outlook, and familiarity with various giving software.
- Desire to promote LSP's goals and priorities in compliance with all policies and procedures.

Supervisory Responsibilities: Currently this position will supervise one grant writer. The organization is in the midst of a strategic planning process that may change this and the reporting structure for this position in the future.

Work Environment: We care more about whether you share our values and can successfully manage and advance your responsibilities than we do having you working from our office. Most of your time will be spent in front of a computer. The employee will engage with other staff, members, and public figures regularly throughout the workday. Because of COVID-19, this can be a remote work position, so your work environment is up to you. But having a dedicated workspace and maintaining work hours reflective of office hours (M-F 9-5) is preferable. We will provide you with or support the technology necessary to complete your job duties. We have staff across the state. Our offices are in the Minnesota communities of Lewiston, Minneapolis, and Montevideo, but this position does not have a residency requirement in those communities. Because of our flexible work environment and the reach of our organization, individuals based throughout the state of Minnesota and the U.S. are encouraged to apply.

Physical Demands: This is a computer/office work-based role which requires extended periods of stationary positions such as sitting or standing. This job also requires communication with the public, members, and other staff frequently, both verbally and in written form.

To APPLY: Please submit one pdf containing a cover letter, resume, three references, and a relevant writing sample of no more than two pages to Natalia Espina, HR & Operations Director, at jobs@landstewardshipproject.org. Include the position title in the subject line. Applications will be accepted on a rolling basis until the position is filled.

The Land Stewardship Project (LSP)/Land Stewardship Action Fund (LSAF) is an equal opportunity employer. We strongly encourage applications from women, Black, Indigenous and people of color (BIPOC), and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition, including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.