



Now Hiring
Development Director

Reports to: Deputy Director, Tana Hargest

Position Status: Exempt, Salaried; (40 hours/week).
Salary: \$110,000/year plus benefits described below.
Office in St. Paul, MN; working hybrid/remotely from home. This is a Twin Cities-based position.

To apply: Submit PDF resume and cover letter to [this link](#). Applications will be considered on a rolling basis, with preference given to applications received by **January 15, 2025** – please apply before this date if possible.

Organization:

Gender Justice and Gender Justice Action are nonprofit legal, policy and political advocacy organizations based in St. Paul, Minnesota working in Minnesota and North Dakota to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. We employ grassroots organizing, coalition building, and strategic communications and narrative strategies to create the movement momentum and cultural conditions for gender equity to flourish. We are also the institutional home of the UnRestrict Minnesota coalition and campaign which works to protect, expand, and destigmatize access to abortion care—and all reproductive healthcare—in Minnesota through public education, advocacy, and the law.

Position Summary:

The Development Director is the executive in charge of the development team, focused on fundraising for Gender Justice's entities (c3 and c4) in Minnesota and North Dakota. The total budget for both organizations is around \$3.5M with the majority of funding coming from foundation grants, then individual gifts, and some earned income. The development team works to ensure that there are sufficient resources for GJ/A to lead as a powerful advocate across broad segments of the progressive gender justice movement in the region. The creative and passionate professionals of the development team play an essential role in driving GJ/A's mission through a robust resource development strategy consisting of both institutional supporters and individual giving.

The Development Director (DD) is a critical position in defining the vision and stewarding the growth of the fundraising infrastructure at GJ/A. The Development Director works closely with the Executive Director and reports directly to the Deputy Director. The Development Director owns the fundraising bottom line for GJ/A and manages the Senior Manager of Institutional Giving and Development Coordinator. The DD is also a key member of GJ/A's Leadership Team and works collaboratively with teams across the organization in furtherance of resource development. This position regularly interacts with the both of GJ/A boards overall and staff its Fundraising Committee.

Responsibilities:

The Development Director is a member of the leadership team and is responsible for managing the operations of the development department. This role leads the organization's fundraising strategy in partnership with the Executive Director and Deputy Director and with input from the Board. Duties include but are not limited to:

Department Leadership

- Lead GJ/A's fundraising and stewardship strategy, including individual giving and institutional partnerships, by developing an in-depth understanding of GJ/A's programmatic work and translating it to donors to enhance fundraising potential.
- Create annual department goals, objectives, and action plans to execute GJ/A's fundraising strategy, including directing donor engagement and cultivation activities for new, prospective, and current donors (issue-specific touch points, cultivation opportunities, and events – internal and external).
- Manage the overall strategy of the development team.
- Own the bottom line for annual goals —set in collaboration with the Executive Director, Deputy Director, and Board Fundraising Committee— including dollars raised, renewal targets, and donor pipeline development.
- Own integration of organizational databases into interdepartmental processes and workflows to maintain and augment a highly efficient, nimble development department,

including the use of ongoing data analysis and relationship management related to all aspects of the annual giving program.

- Work in close partnership with the Finance team of GJ/A to ensure accurate revenue tracking and analysis.
- Work in close collaboration with GJ/A's Communications team on shared communications to members and donors and joint strategies for engagement and messaging.

Institutional Partnerships and Individual Giving

- Manage a portfolio of donor engagement, cultivation, and stewardship activities for new, prospective, and current donors, including issue-specific touch points, briefings, relationship-building opportunities, and events.
- Work closely with the Senior Manager of Institutional Giving to drive a streamlined system for grants research, key reports, and proposals, including the ability to obtain input from appropriate teams across GJ/A.
- Lead and facilitate internal communication systems, data management, and reporting with operations, legal, advocacy, and leadership teams, including driving the utilization of EveryAction across the team and appropriate parts of the organization for development-related activities.
- Manage digital fundraising initiatives including email, social media, and giving day campaigns.
- Evaluate gift opportunities and giving vehicles and their alignment for donors. Where appropriate, develop, write, and present proposals to individual donors, in collaboration with relevant teams.
- Work in partnership with the Board of Directors to leverage their networks in pursuit of institutional partnerships and donor cultivation and stewardship.

Organizational Leadership

- Cultivate an organizational and team environment that fosters collaboration, creativity, and continuous learning.
- Collaborate with the Executive Director, Deputy Director, and the rest of the Leadership Team to set the tone and direction for the organization, including weighing in on and implementing policies, organizing and participating in staff-wide meetings and events, and setting organizational goals and managing progress.
- Represent GJ/A publicly to external funders and partners.
- Lead special projects, as needed, and other duties, as assigned.

Qualifications:

The Development Director will be a development professional with an established career cultivating and raising resources in support of causes and/or candidates. They should be an effective spokesperson and expert resource for individual and foundation donors, and thrive in opportunities to represent the organization at events, conferences, and in the media. This person not only has an aptitude for data and budget management but also creates and oversees proactive systems to streamline workflow in a rapid-response fundraising environment. They should possess a deep commitment to and understanding of current gender justice issues that intersect racial, economic, criminal, and climate justice. The Development Director should have prior experience working within a structured and effective development department and bring an entrepreneurial and creative approach to their work. This position is ideal for someone who loves cultivating relationships and is looking to build upon or continue an established career in fund development to ensure that people of all genders have a meaningful right to bodily autonomy, safety, health, and opportunity.

Qualifications include:

- A minimum of 7 years of development experience and 3 years of supervisory experience, preferably in an executive position.
- Experience with strategic and annual planning, project management, and process improvement efforts.
- Enthusiasm for the organization's mission and campaigns, as well as a passion for participating in GJ/A's long-term sustainability.
- Highly effective communicator with demonstrated experience conceptualizing and conveying impact in a compelling way to key stakeholders (donors, board members, and prospects) through pitches, proposals, presentations, and briefings.
- A track record of managing collaborative and high-performing teams, and a commitment to mentorship and growth of team members.
- A talent for organizing work and developing workflow systems, tolerant of some uncertainty, with high standards for quality and productivity in a fast-paced environment.
- Ability to solve problems and make decisions, apply close attention to detail; coordinate, synthesize, and track large amounts of information.
- Strong familiarity with computer systems, including high-level proficiency in CRMs, MS Office and Google Suite, and a willingness and ability to use new systems and technology; experience with technical tools such as Every Action and Asana is a plus, but not required.
- Experience working in a confidential environment and the ability to exercise discretion and independent judgment.
- Strong data analysis and evaluation skills related to all aspects of fundraising.

- Experience with cultivation and stewardship of individual donors.
- Skilled at establishing and maintaining effective working relationships, including the ability to communicate effectively, lead influence, and collaborate with colleagues in a diverse work environment.
- Excited to help lead a dynamic, fast-moving organization with humor, humility, and a commitment to collaboration and shared successes.

Not sure you meet all qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

Employees are eligible for employer-subsidized health and dental insurance, unlimited paid discretionary leave, and 3% employer contribution to retirement plan. 12-weeks fully paid parental and medical leave for employees working at least 20 hrs/week after six months. 12-weeks fully paid sabbatical leave after five years.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.