



info@acerinc.org

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6800 78th Avenue, Brooklyn Park, MN 55445

POSITION: DEVELOPMENT MANAGER

Organizational Culture

In a transformative organization, ACER believes that the overall strategies should be owned by every single person in ACER. As such, it is the responsibility of all staff to understand the overall mission, vision and direction of the organization. One must be accountable to their own work and responsibilities, while supporting and coaching each other to produce high impactful and innovative strategies for the overall success of the organization. This means taking ownership of the organization as a whole. Which means that up to 20% of your role may include stepping up, taking charge, rolling up your sleeves and supporting other impact areas in the organization, understanding that organizing and transformational work must happen at all levels for justice to occur.

Position Overview

ACER seeks an impactful Development Manager to oversee the strategic direction of all programs and services associated with a particular impact area. The Development Manager will lead the planning, execution, development, and evaluation of programs and services, ensuring programs and services are quality, community driven, equitable, and represent the multicultural communities of the people it represents. The Development Manager should be able to tell the stories of the community, collect qualitative and quantitative data to ensure the organization is making an impact on the community. Additionally, the Development Manager is responsible and accountable to all program outcomes and expectations as it relates to funders guidelines. This position reports directly to the Associates Director.

Position Information

Title:	Development Manager
Supervisor:	Associates Director
Hours:	40+ hours
Location:	6800 78 th Avenue N. Brooklyn Park, MN 55445
Salary Range:	\$65,000-\$72,000

Job Responsibilities:

Development Management

- Research and identify suitable grants for ACER to apply based on our mission and objectives
- Create and maintain a grant calendar aligned with ACER’s fundraising goals to optimize success rates
- Develop a comprehensive understanding of potential funds and contracts that ACER qualifies for and establish connections with new funders.
- Formulate and execute a fundraising plan tailored to ACER’s current needs, taking a leadership role in its implementation and progress tracking
- Facilitate introductions to potential funders unfamiliar with ACER’s work
- Play a vital role in helping ACER achieve its fundraising goals to advance racial and economic equity within our community.
- Partner with the Executive Director, Associate Director, and the development team to create fundraising strategies to raise funds to support program initiatives
- Ensure that all grant outcomes are met based on funders expectations
- Complete all grant reports and applications as it relates to the day-to-day operations
- Build a network of partners and funders around lending, loan portfolios, and businesses/banks to support small businesses and business restoration

- Utilize data, stories, and narratives to support all grants, fundraising, and cultivation of donors
- Cultivate relationships with a network of donors to sponsor and fund programs and services at ACER

Staff Support and Engagement

- Create a team culture build on trust, accountability, and engagement
- Support staff in the planning, coordination, and development of events, strategies, community meetings etc.

Organizational Transformational Culture

- In partnership with the Executive Director, Associate Director and other managers, develop overall organizational strategies to support the overall growth of the organization
- Support other directors in their areas of oversight
- Develop cross-program/departmental strategies to cultivate strong organizational directions
- Develop a balanced and engaged organizational culture among community, partners, and staff
- Build relationships with funders, community leaders, and governmental agencies on the overall goals and vision of the organization

Job Qualifications

- Bachelor's Degree is highly preferred. 5+ years of progressive non-profit leadership experience will make up for a Bachelor's Degree.
- Preference given to someone who speaks a second language
- 10+ years of experience leading an organization in an executive position
- 5+ years of experience working with diverse communities, especially with those in immigrant and refugee communities
- 2-3 years of organizer experience or the willingness to be trained.
- Candidate must have exceptional communication skills with high attention to detail
- Strong organizational and time management skills
- Knowledge of the Microsoft Suite - Words, Excel, PowerPoint and Google Suite platform. Experience developing training manuals via Microsoft or Google Suite.
- Knowledge of CRM Platforms and managing corporate relationships.
- Ability to build and cultivate relationships

How to apply:

Applicants should provide the following information

- A cover letter stating your interest & general qualifications
- Resume outlining education, skills, and experience
- Must include three references

Submit applications via email to ewright@acerinc.org with the following subject line: Your name-Development Manager