

# PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

## Donor Relations + Grants Manager Salary range: \$46,000 to \$52,000

### ABOUT PREPARE + PROSPER

Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work are particularly interested in receiving applications from people of color and those with lived experiences similar to the people in our programs. Learn more about P+P at [prepareandprosper.org](http://prepareandprosper.org).

### POSITION AT A GLANCE



Our preferred candidate comes with creative energy, passion for people and relationships, is a connector and doer, overseeing tasks needed to ensure success and strategic growth within the organization.



This is an exempt, full-time position with a comprehensive benefits package.



The office is located near University Avenue and Highway 280 in St. Paul with free parking and public transit options available.



This position reports to the development director.

### ABOUT THE POSITION

The Donor Relations + Grants Manager works with the development director to implement fundraising strategies that raise visibility and revenue for Prepare + Prosper (P+P) with a focus on expanding a strong major gift pipeline and enhancing meaningful corporate, individual, and foundation donor engagement. Responsibilities include active identification, solicitation, and stewardship of individuals for current and planned gifts, corporate and foundation prospects for philanthropic grants, sponsorships, and event planning.

The manager promotes and incorporates diversity, equity, and inclusion in planning, decision-making, and program implementation to advance P+P's racial equity and economic justice commitment to address systemic racism and foster trust in supporting customers in building financial well-being.

### HOW THE POSITION BREAKS DOWN

Individual giving, prospecting, and donor relations (approximately 40% of the position):

- Develop and implement strategies and work plans to meet and grow individual donor program. Cultivate, solicit, and steward gifts to increase support from current and prospective donors.

Grants | Sponsorships (approximately 40% of the position):

- Maintain and expand the grants calendar. This includes taking an active role in writing, reviewing, and editing, and engaging staff on proposal development and reporting.

Events (approximately 10% of the position):

- Lead, with guidance and support from team members, the cultivation, fundraising, engagement, and visibility-raising events and activities including soliciting sponsorships, promoting the event, and overseeing logistics and committees when pertinent.

Communications (approximately 10% of the position):

- Work with the development director to develop an annual donor and fundraising communications plan.

## WORK ENVIRONMENT

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- The employee must be able to detect, interpret, and read objects at close and far distances.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- The employee must occasionally lift and/or move objects up to 50 lbs.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to move around the office and between offsite meetings; grab, move, and manipulate objects, and operate a computer.
- Occasional night and weekend hours are required a few times a year
- The workplace is a smoke- and drug-free environment.
- Prepare + Prosper is an equal opportunity employer. Financial well-being is built by all of us, regardless of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other non-merit factor protected by law.

## HOW WILL YOU KNOW IF YOU ARE A GOOD FIT?

Overall, P+P seeks candidates who are smart thinkers, can be self-directed yet collaborative, and who operate outside of the box and care about making people's lives better. The right candidate will possess:

- A minimum of 2 years of experience in fundraising, communications, or a related field.
- Excellent verbal and written communication skills, project planning and management, and computer skills (*preferably in Microsoft Office Suite, and relationship management software*).
- Skilled in relationship building.
- Strong interpersonal skills and ability to communicate and connect with a variety of stakeholders, including volunteers, donors, funders, customers, and staff.
- Demonstrated leadership, planning, and problem-solving skills.
- Professional, highly motivated, and enthusiastic attitude.
- Ability to manage multiple projects at once and meet tight deadlines.
- Work independently, but well in teams, and be extremely organized.

## BENEFITS THIS POSITION OFFERS

Our benefits package for this position includes:

- Health, dental, life, and short/long term disability insurance
- Generous PTO accrual rate (19 paid days off for the first year of employment)
- 16 paid holidays (14 set days and two floating holidays)
- Retirement plan (SIMPLE IRA)
- Flexible Spending Account/Health Savings Account
- Mileage reimbursed for work-related travel

## HOW TO APPLY

- Please submit resume and cover letter by 02/02/22 to [jobs@prepareandprosper.org](mailto:jobs@prepareandprosper.org) with the subject line "Donor Relations + Grants Manager."
- Indicate in your email where you heard of the position opening.
- Anticipated start date: late February

## OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

P+P continues to work towards a more inclusive workspace, and as such, we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.