



## **Position Title**

Development Director

## **Position Description**

The Development Director (DD) is a part-time, temporary position for She Rock She Rock. The DD will help to develop diverse funding streams for the organization as well as develop relationship with partner organizations, sponsors and corporate donors. This individual must have a deep passion for our mission. This individual will work closely with the Co-Executive Directors to further develop and strengthen our organization and mission.

This position reports to the Co-Executive Directors and the Board of Directors. They will be reviewed by the Board annually.

## **Areas of Responsibility**

### **Fundraising**

Work with the Board of Directors and Co-Staff Members to develop, lead, run and evaluate two annual fundraisers

### **Sponsorship & Corporate Relationships**

Create and maintain a database of potential donors and sponsors

Reach out to local businesses and corporation for donations and sponsorship opportunities

### **Community Partnerships**

Create and maintain a database of potential partner organizations that could include schools, community organizations and nonprofits, etc.

Engage with local partners to create strong relationships and identify potential collaboration

### **Board Engagement**

Establish close and effective relationships with board members

Keep the Board fully informed about important updates about the organization

Attend all board meetings (generally 6 per year)

## **Knowledge, Skills & Abilities Required**

A flexible, friendly, positive, and dynamic communication style focused on relationship building is extremely important for this position.

Experience with, and interest in, creating and running fundraising events.

Action-oriented with a strong work ethic.

Basic understanding of gender identity, social justice and women's rights fields.

Excellent written and verbal communication skills.

Ability to handle multiple tasks and prioritize appropriately to meet deadlines.

Ability to work independently and follow written/oral directions with minimal supervision.  
Excellent attention to detail.  
Basic computer skills are needed; experience working with Google Drive.

Women, gender nonconforming folks, trans folks, and folks who identify with a historically marginalized group are highly encouraged to apply for the position.

## **Education/Experience**

High school degree required; bachelor's degree preferred.  
Minimum of 2+ years in fundraising, community organizing, administrative and/or nonprofit related field.

We are ultimately looking for the right fit for She Rock She Rock and are willing to train the right person who is excited about the position and the mission, has a strong work ethic, has strong ties to the community and has a go-getter attitude.

## **Workplace & Schedule**

The Development Director will work part time (approx 15 hours a week) and you will set your own hours.  
The DD will work from home and must have access to a computer and internet.  
The DD must be able to get around the Twin Cities to meet with the board, fellow staff members and potential donors/partners.

## **Compensation**

The DD is a part time, employee for She Rock She Rock and will receive a total salary of \$1,175 per month for the months of Feb-October with the potential to grow into a full time position.  
Yearly bonuses may be available  
We currently offer a retirement match

## **Application**

Please email your resume and two professional references to Sam Stahlmann and Jenny Case  
[jenny@sherocksherock.com](mailto:jenny@sherocksherock.com)  
[sam@sherocksherock.com](mailto:sam@sherocksherock.com)