

**Title:** Development Facilitator  
**Reports to:** Development & Communications Manager  
**Status:** Full Time/Exempt  
**Compensation:** Based on Experience

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**Overview:** Appetite For Change is a North Minneapolis nonprofit organization that uses food as a tool to build health, wealth and social change. AFC believes food is at the center of thriving communities, and works to make good food in all its forms more available in North Minneapolis.

**Position Description:** This position will include implementation of AFC's annual fundraising plan including grant management, individual donor cultivation, direct appeals, in-kind donations, corporate sponsorship, volunteers and special events. The Development Facilitator will support all aspects of AFC's fundraising efforts, with a focus on grants and individual giving.

**Core Responsibilities: Grants, Donor Cultivation & Retention, Special Events**

**Grants**

- Assist in managing calendar of all development activities including grant timelines, applications, proposals, reports, digital campaigns and individual solicitations.
- Review existing grants and understand current grant funding priorities.
- Identify upcoming grant opportunities including local, regional and national funds.
- Update and maintain grant language catalogue to be used for routine proposals.
- Write and submit grant proposals using grant language catalogue and AFC data.
- Maintain recent statistics and articles surrounding food, community development, circular economies and other relevant topics to be used in funding proposals.

**Donor Cultivation & Retention**

- Support annual individual giving strategy through management of individual donors.
- Work with Development and Communications Manager to determine annual giving goals across all donor segments and develop and document relevant cultivation strategies and procedures.
- Research and identify institutional, foundational and individual donor prospects (across local and national levels) through preparation of donor prospect profiles.
- Steward relationships with donors and prospects, demonstrating the highest level of customer service with both internal and external constituents.
- Monitor and ensure appropriate and timely follow up occurs with all donors and supporters.
- Support implementation of communication strategy as it relates to fundraising activities.
- Build and maintain ongoing relationships with volunteers via email campaigns and in person meetings with the goal of cultivating them as donors.

**Special Events**

- Support special projects and 3rd party events as related to organizational growth
- Identify and secure business sponsorships for events
- Organize volunteers for fundraising activities and special events

**\*\*\* Other duties as assigned**

**The ideal candidate will possess the following skills and attributes:**

- Thorough knowledge of development practices and fundraising strategies
- Demonstrated analytical and relationship building skills, with the ability to recognize and prioritize opportunities to achieve goals
- High level of personal organization and attention to detail, with demonstrated accuracy and ability to meet deadlines
- Ability to balance multiple projects and priorities simultaneously
- Exceptional communication skills, both verbal and written
- Ability to work independently, with minimal supervision
- Proficiency in Salesforce, MailChimp, Google Drive and Microsoft Office
- Experience working with diverse communities
- Interest in food, nutrition, and social justice

**Qualifications**

- 1-2 years fundraising experience required; grant writing experience preferred
- Bachelor's degree preferred
- Valid Minnesota Driver's License and access to reliable transportation

**To Apply**

Email cover letter and resume to Development & Communications Manager, Blaire Molitor: [blaire@afcmn.org](mailto:blaire@afcmn.org). Applications will be reviewed as they are received. Candidates selected for interview will be requested to provide professional references and writing samples.

*AFC provides equal employment opportunity (EEO) to all persons regardless of race, religion, color, gender identity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.*