



## Position Description: Development Specialist

### Organizational Summary:

Our mission is to improve infant health outcomes by ensuring that medically vulnerable babies in Minnesota and the Upper Midwest have access to safely pasteurized life-giving donor human milk when mother's milk is unavailable or in low supply. A milk bank is a facility which processes donor human milk for distribution to medically fragile infants. The donated milk comes from lactating mothers who have extra breast milk beyond what their infants need. To ensure the safety of the milk, donors are approved through a process that includes a health and lifestyle screen and a blood test. Once a donor is approved, milk is transported to the milk bank, pooled with other donors, pasteurized, and tested according to food safety licensing and accreditation standards. Pasteurized donor human milk is used in hospitals for medically fragile babies in NICUs, Special Care Nurseries, and other inpatient settings. If available, infants can also receive donor milk after leaving the hospital. To learn more, visit [Minnesota Milk Bank For Babies \(mnmilkbank.org\)](http://mnmilkbank.org).

### General Purpose

The MMBB, a start-up non-profit, is seeking a part-time Development Specialist contractor to raise funds related to expenses for moving to a larger facility in 2024.

**Position Title:** Development Specialist

**Reports to:** Executive Director

**Open Date:** December 5, 2022

**Position Type:** Contractor, 20-30 hrs/wk

**Location:** Mostly remote, some onsite

**Closing Date:** Until filled

**Position Overview:** The primary responsibility of this position is to raise funds to support the relocation of the Milk Bank to a new facility via individual, corporate, and foundation gifts. The Development Specialist will work with the Executive Director to create a fundraising plan designed to identify donor prospects, steward existing relationships, and build a donor pipeline. As a newly created role, the Development Specialist will collaborate with the Executive Director, the Communications Specialist, Board members, and administrative staff to ensure fundraising goals are met and will be tasked with managing, tracking, acknowledging, and establishing sustainable revenue generation for the 2024 move to a new facility.

### Primary Responsibilities:

- Create a fundraising plan and timeline to raise funds for the 2024 move to a new facility
- Coordinate individual, corporate, and foundation giving initiatives, ensuring that the goals and deadlines are met
- Manage stewardship of relationships with high level, current and prospective donors
- Represent the Milk Bank on all development related matters in collaboration with the Executive Director
- Ensure that relationships with donors and other community members are nourished and grown, developing new and meaningful relationships.

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- Work with the Communications Specialist to ensure consistency in branding and messaging on all fundraising communications
- Maximize utilization of resources, meet budget expectations (revenue and expenses), and work across the organization to create a culture of philanthropy with volunteers, employees, and the organization's leadership
- Manage creation and distribution of regular development reports to leadership
- Support, and present, as requested, on Board related activities including meetings
- Coordinate and support department staff members with special events, speaking opportunities, and community activities, as needed

**Qualifications:**

- Extremely detail-oriented with strong organizational/project management skills
- Ability to work successfully both independently and collaboratively as part of a team.
- Reliable self-starter who works well independently and in a positive team environment.
- Ability to think strategically, creatively, and proactively
- Strong independent judgment and prioritization skills
- Reliable and high degree of professional responsibility
- Highly motivated and energetic approach to projects and solutions
- Experience with event planning such as a kick-off or grand-opening, preferred
- Confident communication, writing, public speaking, and human relations skills
- Ability to navigate and present in high-level environments such as donor and volunteer events
- Ability to work with a diverse base of donors, volunteers, staff, and clients tactfully and respectfully
- Strong writing, communication, presenting and public speaking skills

**Requirements:**

- 3 - 5 years' experience in non-profit development/fundraising
- Valid driver's license and reliable transportation
- Demonstrated success in cultivating financial contributions from individual donors, experience supporting major donors preferred
- Ability to attend Board, subcommittee, and/or staff meetings to learn about milk bank operations and to provide reports and updates on fundraising efforts
- Ability to work occasional evenings and weekends as events require in person.
- Fluent in Microsoft Office, Google Workspace products, and able to confidently navigate new technologies

**To Apply:**

Interested applicant should submit resume, cover letter, and 2-3 professional references at [MMBB's Indeed.com page](#). Application will remain open until a suitable candidate is hired. Background check required for those who are offered and intend to accept the position. Primary COVID-19 vaccine required for all those who work for the MMBB.