



COMMUNICATIONS & DEVELOPMENT MANAGER

The [Minnesota Milk Bank for Babies](#) (MMBB), a nonprofit organization, collects, processes, and dispenses pasteurized donor human milk to premature and medically vulnerable infants. The mission of MMBB is to improve health outcomes of babies in Minnesota and surrounding states by ensuring that medically fragile infants have access to safe and nutritional donor human milk when mother's milk is unavailable or in low supply.

Date: August 20, 2026

Position Title: Communications & Development Manager

Hours: Full-time, 40 hours per week. Monday – Friday, some weekend days for events.

Salaried, exempt Compensation: \$60,000 - \$70,000

BENEFITS: Health insurance, PTO, Disability, Life/AD&D Insurance, retirement plan. 10 Paid Holidays.

Location: 2833 Fairview Ave N., Roseville, MN 55113. Onsite 3 days per week. Some metro travel with occasional out-of-state events.

Reports to: Executive Director

POSITION SUMMARY

The Communications and Development Manager leads MMBB's communications and fundraising efforts through strategic storytelling, donor engagement, content creation, advocacy, and development initiatives. This position plays a key role helping the organization effectively share the narrative and raise the resources necessary to support the mission of providing safe pasteurized donor milk for medically fragile babies in MN and the Upper Midwest.

Essential job duties

Communications (60%). This role leads MMBB's communication strategy to include:

- Responsible for content creation for website, social media, blogs, and newsletters.
- Responsible for creating 1-2 videos annually.
- Manage content calendar and overall content plans and strategies.

- Coordinate production of fundraising letters, annual report, newsletters and brochures.
- Archiving and organizing visual and written content on SharePoint/Canva.
- Assisting in the development of the annual Communications budget.
- Integrating digital communications tools.
- Collaborating with lab manager and milk donor department on client-focused communication strategies.
- Supporting development initiatives with focused donor communications, including special events (ex. TC Marathon Charity Team, Give to the Max Day).
- Managing public relations, booking press, drafting press releases, and cultivating media relations.
- Assisting with advocacy efforts at the state and federal level by connecting with local representatives and legislators.
- Updating and maintaining MMBB's website (Word Press site).
- Working across departments to achieve mission-driven goals.

Development (40%). Support the Executive Director in fundraising strategies, event organization, and donor database management. Key responsibilities include:

- Managing all aspects of donor database system (Little Green Light) to include gift entry, data integrity, monthly reporting, and donor and grant letters.
- Facilitate grant application search and submissions in partnership with the Executive Director.
- Using data for appropriate analytics to improve efficiencies and effectiveness of donor base.
- Sending acknowledgment letters to donors within 48 hours of online or mailed gift.
- Building effective partnerships with program staff, board members, leadership, and local representatives and legislators.
- Assisting with coordination of donor events and managing logistics.
- Creating and updating fundraising materials (ex. appeal letters, acknowledgment letters, case for support, etc.)
- Collaborating with finance on gift reports and monthly reconciliation.
- Assisting the Executive Director and staff with various operational tasks and events.

Educational and Professional Qualifications

- Bachelor's degree, or an equivalent combination of education and experience.
- Three to five years of experience in nonprofit communications, fundraising, marketing, public relations, or a related field preferred.

- Experience with project management, event coordination, donor engagement, advocacy work, and content development is highly valued.
- Experience managing data and maintaining accurate records within a CRM, donor database, or similar system. Ability to learn new technology platforms quickly.
- Must have a valid driver's license and reliable transportation.
- Ability to pass a background required post-offer.

Knowledge and Skills

- Ability to work in a collaborative manner as a team member.
- Accuracy and high attention to detail.
- Strong critical thinking and decision-making skills; maintain confidential information.
- Self-starter with the desire and ability to work independently with minimal direction.
- Excellent verbal and written communication skills, including the ability to write and edit standardized letters by recognizing and performing simple text edits, or requesting modification of letters as needed.
- Working knowledge of Canva and other content creation tools, with the ability to design visually engaging materials for digital and print communications.
- Ability to build relationships with stakeholders, understand their needs, and manage expectations.
- Strong organizational skills and ability to prioritize workload.
- Results oriented—create accurate and timely donor information; ability to meet deadlines for grant applications.
- Willingness to listen and learn, knows when to ask questions, and ability to inspire confidence among colleagues as well as external constituents.
- Strong desire to work strategically, create frameworks, analyze data and evaluate results.

Technical skills and proficiency

- Experience using CRM or donor management systems.
- Familiarity with website content management platforms (WordPress preferred).
- Proficiency with Microsoft Office Suite and Microsoft 365 applications.
- Experience managing social media platforms and email marketing tools.
- Ability to learn and adapt to new technologies and communication tools.
- Experience using Canva or similar graphic design software.

LANGUAGE SKILLS: English required. Proficiency in another language is a plus.

To apply, please submit a resume and cover letter, to [Indeed.com](https://www.indeed.com). A professional writing sample that demonstrates your ability to communicate with external audiences can be sent to <mailto:hr@mnmilkbank.org>. Examples include a grant proposal, press release, advocacy piece, donor appeal, newsletter article, or marketing content. References and passing a background check is required.

Deadline to apply is Friday, September 11th.