



## **FUND DEVELOPMENT DIRECTOR**

### **Position Summary**

First Children's Finance is a national nonprofit organization, headquartered in Minneapolis and operating in eight states, that provides loans, grants, and management assistance to qualified child care providers to help them improve their business practices, and promotes private-sector engagement in the business of child care. The mission of First Children's Finance (FCF) is to help children thrive and learn by forging relationships that bring economic power and viability to the business of child care. The Fund Development Director leads the organization in creating and implementing successful plans and strategies to maintain current and establish new funding sources for FCF programs and services. This person reports to the President/CEO.

### **Purpose**

To secure funding for FCF to achieve its budget, including working closely with staff leadership, developing prospects, and managing evaluation related to grants and contracts.

### **Key Areas of Accountability**

Secure FCF funding, research resource prospects, develop fund raising strategies, write and manage grants, prepare evaluations and funder reports, participate in relationship building with funders

### **Responsibilities**

#### *Fund Development*

- Provide leadership to the FCF Fundraising Team.
- Raise funds to meet FCF's annual operating budgets and support FCF's programs and services, and work with state and regional directors to develop fundraising plans and resources to help their offices become self supporting.
- Implement a major national fundraising program that renews and expands current operating and program support, supports new initiatives, and sets and meets fundraising goals.
- Research, identify, and cultivate prospective funding sources; make presentations to current and prospective donors; and prepare materials for and plan fundraising meetings for the President/CEO, state and regional directors, and other senior staff.
- Establish ongoing communication with staff and external sources to stay informed about new trends, possible partnerships, and other opportunities to enhance fund development.
- Manage all aspects of the grant application process including writing letters of inquiry, researching and writing applications for capital and for operating and program support, seeking and assembling related documentation, submitting applications to meet deadlines, and tracking applications.
- With the President/CEO, lead the negotiation of grant terms and conditions.
- Oversee performance and completion of grant activities, monitor funder reporting requirements, coordinate with FCF finance and program staff to produce the financial and programmatic elements of grant reports, and ensure timely and accurate grant reporting.
- Maintain grant application and funder files.
- Maintain fund development database and contribute to FCF information management systems as appropriate.

### *Other Responsibilities*

Collaborate with other senior management staff to:

- Determine funding needs to support FCF's strategic plans.
- Serve as a member of the FCF Leadership Team

### **Qualifications**

- Bachelor's degree is required; Master's degree is desired.
- Knowledge of and contacts with State and National funding sources such as foundations, government agencies, and corporations are required.
- At least eight to ten years of experience, with demonstrated success, in raising money through grants and other mechanisms is required.
- Experience in a nonprofit setting is required.
- Understanding of nonprofit management is required.
- Experience raising funds for a CDFI organization is preferred.
- Experience designing and managing program evaluation is helpful.

### **Skills Required**

- Ability to lead the FCF Fund Development Team
- Demonstrated ability to create and implement effective fundraising strategies and meet fundraising goals
- Ability to identify and pursue State and National funding opportunities
- Ability to write grants and manage the grant-application and grant-reporting processes
- Ability to conceptualize and articulate ideas
- Ability to work with diverse audiences
- Outstanding written, verbal, and presentation skills

### **Attributes**

Strategic thinker, results oriented, organized, positive, innovative, creative, thorough, detail oriented, self motivated, team player

**Reports To:** Chief Executive Officer

**Status:** Full-time

**Salary and Benefits:** Salary is competitive based on education and experience.

### **Application Procedure**

Interested applicants should submit a cover letter detailing how their experience meets the requirements of the position with a resume to the attention of:

Carol Zapfel  
First Children's Finance  
212 Third Avenue North, Suite 310  
Minneapolis, MN 55401  
Fax: 612/338-4596  
E-mail: [carol@FirstChildrensFinance.org](mailto:carol@FirstChildrensFinance.org)

Position will remain open until filled. For information about the work of First Children's Finance, please visit our Web site at [www.FirstChildrensFinance.org](http://www.FirstChildrensFinance.org). First Children's Finance is an Equal Opportunity and Affirmative Action employer and strongly encourages people of color to apply.