



TRINITY FIRST SCHOOL

1115 East 19th Street, Minneapolis, MN 55404
612-871-2353 | www.trinityfirstschool.org | info@trinityfirst.org

Trinity First Lutheran School - Development Director

Trinity First Lutheran School is seeking a passionate and strategic Development Director to lead and execute comprehensive fundraising initiatives and advancement strategies in a full-time capacity. The Development Director will play a pivotal role in cultivating relationships, securing resources, and advancing the school's mission through effective communication and engagement with various donors and volunteers. This role will also involve leading a capital campaign for a \$5 million building expansion project.

RESPONSIBILITIES:

Strategic Fundraising: Develop and implement a strategic fundraising plan aligned with the school's mission and goals, including spearheading a capital campaign for a \$5 million building expansion. This encompasses major gifts, annual campaigns, planned giving, corporate partnerships, and grants.

Donor Cultivation: Identify, cultivate, and steward relationships with donors, alumni, parents, foundations, and community partners to enhance philanthropic support for the school and the capital campaign.

Event Management: Oversee and organize fundraising events, including donor receptions, galas, and alumni gatherings, ensuring successful execution and maximum engagement to support fundraising goals.

Communication and Marketing: Collaborate with the marketing team to create compelling messaging and materials that effectively communicate the school's impact, needs, and fundraising priorities to various stakeholders, especially regarding the building expansion project.

Database Management: Maintain accurate donor records and information, utilizing technology and CRM systems to track donor interactions and contributions effectively for the capital campaign and ongoing fundraising efforts.

Collaboration and Leadership: Work closely with the school's leadership team, board of directors, and volunteers to align fundraising efforts with institutional objectives and foster a culture of philanthropy, particularly in achieving the building expansion goals.

QUALIFICATIONS:

- Bachelor's degree in a relevant field; advanced degree or certification in nonprofit management or fundraising (preferred).
- Proven track record in fundraising, donor relations, or development within an educational or nonprofit setting.
- Excellent communication, interpersonal, and networking skills.
- Strategic thinking and ability to develop and execute fundraising plans effectively.
- Proficiency in CRM software and fundraising platforms like DonorSnap.
- Commitment to the mission and values of Trinity First Lutheran School.

BENEFITS:

Competitive salary and benefits commensurate with experience.

Interested candidates should submit a cover letter, resume, and references to info@trinityfirst.org.