



JOB DESCRIPTION – DEVELOPMENT DIRECTOR
April 2009

ORGANIZATION DESCRIPTION:

The mission of the Minnesota News Council (MNC) is to promote fair, vigorous, and trusted journalism by engaging the news media and the public in examining standards of journalism.

The non-profit organization was founded in 1971, and works to resolve complaints about news coverage and conducts public hearings on unresolved complaints. The MNC also facilitates public forums, has a variety of educational and outreach programs, targeting high school students, collegiate journalists, the public and journalism professionals. Its funding is derived from annual contributions from media organizations, corporations, and the public.

JOB TITLE: Development Director

LOCATION: Minneapolis

TYPE: Part Time - 20 hours/week

DEADLINE: Open until filled

PRIMARY DUTIES AND RESPONSIBILITIES:

The Development Director is accountable to the Executive Director, and is responsible for all fundraising output.

- Plan and implement all phases of the annual giving campaign. Work with the Executive Director and the Board to develop a year-round strategy to cultivate new donor prospects, as well as seek out new opportunities for funding.
- Oversee the solicitation and donor recognition process.
- Maintain all donor/giving records.
- Research grants, prepare grant applications and write reports and supporting materials for all applications.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

The ideal candidate will have a proven record of success in professional fundraising. Strong written and verbal communications skills are a must. Interest or experience in journalism or related field a plus. Bachelor's degree or equivalent experience required. Flexible working conditions.

HOW TO APPLY:

Applicants should submit a cover letter, resume, and salary expectations.

Please address all applications to:

Sarah Bauer, Executive Director – Minnesota News Council

Email: sarah.bauer@news-council.org

Mail: 12 South Sixth Street, Suite 927 – Minneapolis, MN 55402