

Job Description: Development Coordinator



Position Overview

The Development Coordinator for MMA plays a pivotal role in a collaborative team environment, spearheading strategies to secure and enhance financial support through diverse channels, including corporate sponsorships, foundation grants, individual donations, membership growth and revenue-generating events. This role also focuses on fundraising initiatives for affiliates within the MMA community, aligning interests with MMA's mission to promote engagement and growth in manufacturing.

Organizational Statement

MMA is a nonprofit organization that fosters the creation, growth and success of industry associations throughout the Midwest. The four organizations included are CMMA, AMFA, RRMEA and TSMA are affiliated with Midwest Manufacturers' Association.

Supervision Summary

This is a full-time, exempt position reporting to the Executive Director and does not involve direct supervision of staff.

Major Responsibilities and Essential Functions

- **Strategic Development:** Implement and enhance strategies to engage a wide range of donors, including individuals, corporations, and foundations, with a particular focus on revenue-generating events and fundraising for MMA affiliates.
- **Partnership Relations:** Cultivate and maintain strong relationships with businesses to maximize engagement and giving opportunities. Develop and manage a portfolio of prospects alongside the Executive Director.
- **Event Management:** Lead the execution of development-driven events, including affiliates annual fundraisers, and smaller-scale sponsor, partnership cultivation, and stewardship events, specifically targeting the MMA community to boost funding efforts.
- **Fundraising Planning:** Collaborate with the Executive Director to create an annual sponsorship plan, appealing to various donor levels, and schedule targeted campaigns.
- **Financial Oversight:** Ensure annual contributed revenue budget goals are met; proactively recommend actions to address any potential gaps.
- **CRM Management:** Oversee Customer Relations Management (CRM) systems to track and analyze donor contributions and engagement effectively.
- **Community Engagement:** Identify and develop new avenues to engage prospective members, expanding MMA's and affiliate memberships and enhancing non-manufacturing partnerships.

Education and Experience

- Bachelor's degree or equivalent experience.
- 3-5 years of experience in strategic partnership development, fundraising, or a similar role.
- Proven track record of achieving financial goals and managing grants.

Knowledge, Skills & Abilities

- Excellent written, verbal, and interpersonal communication skills.

- Strong project management abilities, with a focus on multitasking and meeting deadlines.
- Proactive and effective in building and maintaining relationships with diverse stakeholders.
- Proficient in database management and fundraising software.
- Innovative problem-solving skills with the ability to see both the big picture and detailed tasks.

Physical and Environmental Demands

- Primarily indoor work with occasional outdoor activities.
- Some lifting (up to 25 pounds) may be required, along with movements such as stooping or kneeling.
- Reliable attendance and punctuality are essential, along with potential local travel and after-hours work for events.
- Travel is necessary to facilitate events, when needed.

Other

- This is a remote position with a minimum of 25% travel in the midwestern part of Minnesota
- A preferred applicant will reside in Central Minnesota, in the St. Cloud region.
- Pay is \$55-60k. There are no medical benefits with this position at this time, however we offer generous PTO and home office reimbursements.

This job description is a general overview of responsibilities and may not encompass all duties that may be assigned. Management reserves the right to modify job responsibilities and hours as needed.