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Staff Position Description

Position:	Development Manager
Program:	Development and Communications; Administration
Location:	St Paul, Minnesota
Date Posted:	March 10, 2026
Reports To:	Operations & Impact Director
Salary:	\$75,000 - \$90,000
Schedule:	Full-time, exempt; Monday through Friday, 8:00 AM - 4:30 PM (typical); potential overnight and weekend work
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to cultivate a community of emerging leaders in service to people and the planet. Learn more at conservationcorps.org.

Position Summary: The Development Manager supports the advancement of CCMI's mission through building relationships with donors, prospects, and community partners. This role leads the development and execution of CCMI's fundraising strategy, including individual, corporate, and foundation giving. This position will represent the organization to donors, prospects, and the public; and proactively seek out new avenues of support allowing CCMI to expand its scope and impact through new initiatives and opportunities for giving.

Key Responsibilities:

The Development Manager reports to the Operations and Impact Director and works closely with the Executive Director, Strategic Communications Manager, Grants Manager, recruitment team, Senior Leadership Team (SLT), and Development Committee of the Board of Directors.

Overall Development Planning:

- Develop and direct execution of an annual fundraising strategy that includes corporate, foundation, and individual giving.
- Work with Development team (Executive Director, Strategic Communications Manager, and Grants Manager) to build an overall timeline and work plan for execution of the strategy.
- Convene and lead the Development team meetings.
- Develop and monitor the annual development budget.

Individual Giving & Special Events:

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- Lead the Development team in building and implementing annual individual giving campaigns, coordinating with Executive Director and Board Development Committee on goals, themes, and tactics.
- Develop planned giving materials and a strategy for discussing options with potential donors.
- Lead the planning and execution of CCMI's fundraising and alumni events. Work with Strategic Communications Manager to support and promote campaign communication plans, special events, and fundraising opportunities.
- Design and implement stewardship and engagement strategies specifically targeted at the cultivation of CCMI alumni, including participation in individual giving, events, and other fundraising activities.
- Oversee online donation system, ensuring timely processing and acknowledgement of donations. Analyze and report on donor trends, campaign performance, engagement with the organization, and other relevant information.

Corporate Giving:

- Identify and support the Executive Director in cultivating corporate partners, including development of a strategy to approach and secure local corporate donations and sponsorships.

Foundation Giving:

- Collaborate with Executive Director, Grants Manager, and contract grant writers to prospect, develop, and write foundation proposals.

CCMI Board Development Committee:

- Serve as primary support staff for CCMI Board Development Committee (DevCom) and work with DevCom to identify, recruit, and engage volunteers who have potential to impact CCMI's development portfolio.

Qualifications:

- Bachelor's degree or equivalent experience required
- 3–5 years of experience in nonprofit fundraising or advancement or related field.
- Enthusiastic and determined fundraiser with an aptitude for engaging and motivating donors to grow annual revenue targets.
- Skilled at energizing and catalyzing a team around creative new initiatives.
- Excellent organization, accuracy, and attention to detail.
- Ability to manage multiple projects, set priorities, and meet deadlines.
- Positive attitude, enthusiasm, and commitment to Conservation Corps mission and values.
- Proven ability to work, interact, and communicate effectively with individuals coming from diverse backgrounds and communities.
- Proficiency with Salesforce (or similar CRM) required, with the ability to learn new software quickly; experience with other fundraising tools a plus.

Other Information:

Some evening and weekend work and overnight travel may be required to attend member orientation, events, conferences, or donor meetings.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all required responsibilities, duties, and skills. All positions at CCMI may require duties outside of typical responsibilities.

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CCMI is an Equal Opportunity Employer. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

How to Apply:

Qualified candidates should apply at

<https://www.paycomonline.net/v4/ats/web.php/portal/679BBC2A4E83D729D53DBF5A11F9B126/jobs/60687>

Priority application deadline: **March 31, 2026.**