



Development & Communications Director

Job Description

Why work at The Lift?

[The Lift Garage](#) is a car repair shop, providing low-cost car repair services to low-income Minnesotans. Due to its nonprofit nature, The Lift Garage requires a unique blend of business and service delivery. We deeply value hospitality for our neighbors, customers, donors, and anyone who may find themselves inside our doors, approaching each interaction with patience, kindness, empathy, and a commitment to social justice. Day-to-day our work environment is inclusive, filled with kindness, collaborative, and fun.

Role Description

The Lift Garage relies heavily on donor and foundation dollars to fund the work of the organization. The Development & Communications Director is responsible for all aspects of fundraising efforts for The Lift Garage including but not limited to appeal letters, individual giving, capital campaigns, grants, in kind donations, and event support. Additionally, this position oversees all donor communications and social media. This position works closely and collaboratively with the Executive Director, The Lift Garage Board of Directors, and The Leadership Team. The role is supervised by the Executive Director.

Black, Indigenous, People of Color, queer/gender non-conforming, and people with unique socio-economic backgrounds are strongly encouraged to apply.

Job Duties include:

- Member of The Lift Garage's Leadership team, responsible for setting strategic direction, delivering on short- and long-term goals, and holding the organization accountable to our mission.
- Update and implement The Lift Garage's fundraising plan.
- Manage the donor database, creating policies and processes to ensure the integrity of our donor records.
- Establish, maintain and deepen relationships with donors
- Lead the Development Committee of the Board, overseeing all work efforts of that committee
- Oversee the Development and Communications Department, including the direct supervision of Development Associate, Donor Relations Specialist and the Marketing & Communications Specialist.
- Work collaboratively with internal leaders and staff to raise money through individual donations, corporations, grants and events each year to meet budget requirements.
- Secure all in-kind gifts for the organization in collaboration with the Development Associate.
- Identify, plan and implement all fundraising events in collaboration with the Development Associate
- Ensure that all grants, LOIs, funding applications and reports are completed in a timely manner.
- Execute all direct donor appeals and the organization's annual report.
- Launch a capital campaign
- Support the Marketing and Communication staff in communication with donors and the public.

Requirements:

- Patience
- An empathetic understanding of low-income populations
- A generous sense of hospitality
- Passion for the mission of The Lift Garage
- Excellent written and verbal communication skills and the ability to interact with many different types of people.
- Collaborative and team oriented
- A proven track record of fundraising success.
- A sense of humor
- A Bachelor's degree in a relevant area of study
- A minimum of 3-5 years of experience in nonprofit development work
- A familiarity with Community Centric fundraising

Preferred:

- Familiarity with the giving culture of the Twin Cities
- Experience with event planning and implementation
- An understanding of basic nonprofit finance

This position is a hybrid position with the expectation of being in the office at least 2 days per week. Must have the ability to work occasional evenings and/or weekends. Job requires travel throughout the metro area, therefore a car and valid driver's license are required.

Position is full-time with a pay range of \$73-75,000.

Full-time benefits include: Paid holidays (9 days/year), paid vacation (15 days the first year), and sick time off (10 days/year). Retirement savings includes an employer contribution (non-match, vested immediately) of 4% to a 403(b). Mileage/travel will be reimbursed at the government rate. Other benefits include: Short and Long Term Disability, Parental Leave, and Health, Dental, Vision, and Life Insurance. 30-minute meal periods are paid.

To apply: Send resume and cover letter to: cathy@theliftgarage.org. **No phone calls please.** Position is open until filled but applications will be reviewed beginning the week of May 13, 2024.