



Development Consultant

MN8 began as a grassroots campaign in August 2016 led by the families of eight Cambodian Minnesotans to prevent their detention and deportation by U.S. Immigration Customs and Enforcement. MN8 has grown through the active participation of Asian American grassroots community organizers and people affected by U.S. detentions and deportations of immigrants, expanding its mission to advocate for all Southeast Asian immigrants and refugees facing unjust detention and deportation. We believe those who are most impacted must have power, voice and resources for change to happen.

POSITION SUMMARY

Reporting to the Executive Director, the Development Consultant provides administrative support to an expanding team. The Development Consultant's primary responsibilities are in grant writing and reporting for the organization, maintaining the integrity of department data and processes, and ensuring that donors are promptly recognized and responded to.

The Development Consultant also supports special projects of the organization. This role holds an important piece of donor relationships, often in the vein of grant writing, gift processing, requiring attention to detail and a high level of donor support. Additionally, this position requires coordination and work with colleagues across all MN8 departments, making relationship building a key to success in this role.

This is an exciting opportunity to be part of a growing fundraising team whose vision is to support MN8's critical work in providing Southeast Asian families support, programming, and services as we build collective power against the deportation/detention systems. The candidate must be an exceptional writer, a quick learner, a creative thinker, a team player, detail oriented, and deadline sensitive.

Reports to: Executive Director

Hours: 10 hours a month for 6 months

Location: Mostly remote with occasional work in our Saint Paul, MN office.

Compensation: \$150 per hour (total \$9,000 over 6 months)

RESPONSIBILITIES:

Administrative Support

- Provide support on donor/grant management as well as create an internal tracking system



Gift Processing

- Manage gift acknowledgement process (timely and accurate entry in database, maintain clean and up-to-date donor records, produce donor-centered acknowledgements, etc.)

Project Support

- Obtain an in-depth understanding of MN8 and its projects in order to write grants with an attention to detail and with a vision for growth in the future
- Provide support on the strategic framework and how to grow the organization accordingly
- Creating a robust infrastructure for a Development Department within MN8
- Provide baseline information/reporting mechanisms for grant reports at the end of the year
- Serve as a secondary contact for all grant applications (interfacing with funders)
- Other responsibilities as needed

QUALIFICATIONS:

- Strong commitment to MN8's values and mission, particularly in the abolition of ICE and carceral systems
- Bachelor's degree and 5+ years of experience in a professional work environment
- Highly organized, motivated, and detail-oriented
- Ability to efficiently and accurately manage multiple deadlines and tasks across projects
- Comfortable with data entry; self-motivated and able to complete high-volume, detailed tasks (particularly in hybrid environment)
- Ability to work independently as well as collaboratively with supervisor and colleagues
- Excellent interpersonal skills
- Ability to maintain confidentiality of sensitive information and exercise discretion
- Ability to communicate organizational mission, values, and current work clearly and effectively with donors both in writing and in interpersonal communication
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google platforms (Gmail, Google Docs, Google Hangouts, etc.), as well as comfort learning new technology and systems
- Experience working in non-profits and/or community organizing is a plus
- Willingness and ability to work evenings and weekends occasionally



- Individuals with Southeast Asian heritage or understanding of the communities (Hmong, Vietnamese, Lao, Khmer) are a plus

TO APPLY

Email your resume, cover letter, and 3 references to montha@minnesota8.org. Applications will be accepted on a rolling basis or until filled.