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Career Opportunity

Development and Communications Manager

Our Saviour's Community Services (OSCS) provides dignified shelter and housing for single adults, and basic education classes to adult English language learners in the Phillips Community of South Minneapolis. OSCS takes its name from Our Saviour's Lutheran Church, which founded our programs in the early 1980s. In 2004, we became a legally and financially independent nonprofit and are not a religious organization. Find more about OSCS at <https://oscs-mn.org/>.

Position Title: Development and Communications Manager

Summary and Purpose:

The Development and Communications Manager is a new position and oversees the individual giving, institutional giving, and communications activities of OSCS. This position currently has three direct reports, and holds a key leadership role within OSCS, working collaboratively across all program areas. The right person for this position will possess strong communication skills, adaptability, organization, and is detail-oriented. This position is a full-time, exempt position and reports to the Executive Director. The salary range for the Development and Communications Manager is \$54,000-\$57,000

Position Responsibilities:

- Work collaboratively with staff and board of directors to drive a comprehensive fundraising program.
- Support and coach Development Associate and Grants Specialist in their roles to ensure targets are met.
- Build individual giving programs, steward current donors, and develop acquisition strategies for increasing new donors.
- Lead direct mail, online fundraising, and major/planned gifts.
- Work with staff to manage public and private grant portfolios. Research new funding opportunities and ensure compliance to grant outcomes and reporting requirements.
- Work to increase the overall visibility of OSCS through print, online, and in-person opportunities.
- Develop and implement development operating procedures and ensure compliance with financial reporting requirements.
- Actively participate in building a culture of belonging within OSCS by centering equity in organizational and programmatic decision making.

Experience and Qualification Requirements:

- 3+ years of relevant work experience or a BA degree, preferably in communications or development related field.
- Proficiency with Google and Microsoft applications.
- Familiarity with donor database systems, such as Bloomerang.
- Strong communication skills (written and verbal), team player, and detail-oriented.
- Prior work and/or volunteer experience related to OSCS's mission is preferred.
- Demonstrated commitment to diversity and creating cultural responsiveness within the team.
- Knowledge of and commitment to community centric fundraising practices and asset based communications.
- Bilingual preferred

Diversity, Equity & Inclusion:

OSCS is committed to providing a supportive, inclusive work environment. We are an EEO/AA employer and will not discriminate against any applicant or employee because of race, color, creed, religion, ancestry, national origin, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance. We acknowledge that experience is gained through a variety of settings and value informal experience in addition to formal education and work history.

Additional Information:

COVID Precautions: OSCS is committed to following federal guidelines and requires all staff to provide proof of vaccination status. All OSCS employees must be masked, when in the presence of other staff, volunteers, or clients, regardless of vaccination status.

Working location: This position will work as a hybrid between our office in Minneapolis and remote work, depending on the evolution of social distancing guidelines and operational needs.

HOW TO APPLY: Please email your letter of interest and current resume including references to Lindsay Moore, Admin Assistant & Office Manager, at Lindsay@oscs-mn.org with the subject line "Development & Communications Manager." This position will remain open until a suitable candidate is hired.