



**Job Title:** Donor Engagement Manager  
**Reports to:** Director of Development & Communications  
**Classification:** Exempt status; full time (40 hours per week)  
**Location:** Hybrid: On-Site + Work from Home

---

### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter. Camp Fire Minnesota delivers culturally relevant, nature-based programs onsite at our camp property in Excelsior and throughout the community to thousands of youth from all backgrounds each year. We help youth "light their spark within" through summer and school break camps, environmental education & STEM classes for schools (in-person and virtual), and community-based afterschool nature programs. We are proud to offer inclusive and welcoming programs to youth in the community, including free and reduced rate programs and a scholarship program. As a result of their Camp Fire experience, 93% of youth report valuing nature and stewarding the environment.

### **Where we are headed**

Camp Fire Minnesota envisions a future where every youth has access to nature-based experiences and learning. Recognizing the inequity in our field (both in the past and today), our 2024 - 2026 Strategic Plan outlines the steps and partnerships necessary to continue our work. The following two years, we are committed to actively listening and engaging with young people and our community to eliminate barriers to new experiences in nature while sharing our history, values, and vision for the future.

### **Statement of Inclusion**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships. All are welcome at Camp Fire.

### **Position Overview**

Camp Fire Minnesota is looking for an outgoing, energetic, and self-starter to join our Development & Communications team! The Donor Engagement Manager oversees annual fundraising events, volunteer coordination, and supports the success of our annual fund. The successful candidate will be responsible for leading fundraising events, developing fundraising campaigns, communicating with current and prospective donors, and assisting with grant administration needs. This position involves managing corporate sponsorships/gifts as well as supporting planned and annual giving campaigns and coordinating marketing strategies that support these activities.

### **We're looking for someone who is:**

- Committed to diversity, equity, and inclusion (DEI)
- Knowledgeable and/or passionate about community-centric fundraising
- Strong and strategic relationship builder
- Self-starter and committed to project execution
- Creative and visionary
- Committed and passionate about ensuring all young people have access to nature

## Primary Responsibilities

### Fundraising Events Management & Volunteer Coordination

- Responsible for the planning, implementation, and evaluation of an annual calendar of fundraising events tailored to meet Camp Fire's contributed income goals.
- Build relationships with constituents (individuals and corporate sponsors) and personally solicit current and potential prospects.
- Develop and actively manage fundraising event(s) and sponsorship budget(s).
- Create and support corporate and individual volunteer programs and engagement alongside Business Development & Sales Manager.

### Annual Fund Development

- Work collaboratively with the development and communications team to create and manage a comprehensive fundraising plan and appeal schedule for Camp Fire's annual fund.
- Utilize Raiser's Edge to track visits, produce contact notes, and conduct appropriate constituent follow-up.
- Coordinate the gift entry and acknowledgment process with the Development Coordinator to ensure timely recognition of gifts.
- Draft and coordinate individual donor solicitation and acknowledgement letters.
- Support Camp Fire's ongoing capital campaign and planned giving as needed.
- Collaborate closely with the communications team on strategies to support and execute fundraising campaigns across multiple platforms and channels, ensuring consistency of voice, tone, and messaging.
- Co-create Camp Fire's development strategy alongside Director and CEO to ensure a diverse portfolio of contributed income, a balance of solicitations and stewardship, and active prospecting.
- Support grant research, submission, and review process.
- Contribute to building a system of donor stewardship and creating a culture of philanthropy.

### DEI

- In collaboration with stakeholders, ensure all fundraising and marketing efforts are inclusive and equity focused.
- Support the five DEI subcommittees (financial access, racial diversity, gender and sexuality, ability, mental health, and neurodiversity, and cultural appropriation) including serving on at least one sub-committee.
- Learn and grow alongside Camp Fire team as we integrate Community Centric Fundraising into organizational practices.

### Organizational Support

- We run many programs throughout the year and during peak busy seasons, we ask all staff to support in various ways! This can mean you might help with the camp check-in process, greet guests at events, or other fun tasks.
- We are looking for someone who brings a collaborative spirit and is excited to support our mission-based work when needed!
- Maintain a working knowledge of all Camp Fire's programs and projects.

- Act as donor concierge, providing excellent customer service.
- Performs other duties as required.

### **Experience and Qualifications**

- 3+ years of fundraising, sales, or marketing experience.
- Excellent written and verbal communication skills.
- Strong computer skills including demonstrated experience with Microsoft Office Word, Excel, Outlook, SharePoint. Experience with Raiser's Edge or a similar customer relationship management system, a plus.
- Ability to comfortably adjust from working independently to a team-based environment.
- Experience in a non-profit, nature-based and/or youth learning organization, a plus.

### **Salary and Benefits**

Salary range \$55,000- \$65,000 based on experience. Competitive benefits package, including 3% retirement contribution and sabbatical policy.

**Location & Work Environment:** Combination of remote + on-site. Our camp property is located at 3300 Tanadoona Dr, Excelsior, MN 55331 and is an open, coworking environment. Employee will also need accessible transportation to attend meetings and events as needed across the Twin Cities metro.

### **Application Instructions**

Please submit resume, cover letter or video, and three professional references to: [hr@campfiremn.org](mailto:hr@campfiremn.org) and include "Donor Engagement Manager" in the subject line.

Posting will remain open until filled.

*Camp Fire Minnesota is strongly committed to addressing environmental justice.*

*We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and People of Color, LGBTQIA2S individuals, and unemployed persons to apply. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Camp Fire we are most interested in finding the best candidate for the job and someone who is committed to our mission and values. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*