



**Job Title:** Senior Development & Special Events Manager  
**Reports to:** Vice President of Development & Communications  
**Classification:** Exempt; Full-time (40 hours/week)  
**Location:** Hybrid, with regular visits to our Excelsior location

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### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors – and that was before COVID-19. Camp Fire Minnesota addresses this challenge by delivering 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 out-of-school time 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.. View our [2024-2026 Strategic Plan](#).

### **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**

The Senior Development & Special Events Manager plays a pivotal role in advancing Camp Fire Minnesota's mission by implementing new and on-going fundraising efforts that are critical to the financial success of Camp Fire's comprehensive fundraising strategy. This includes managing state and reimbursable grants, executing impactful special events, and fostering program quality and outcomes in alignment with secured funding. The role also focuses on building strategic partnerships, supporting legislative initiatives, and strengthening the volunteer program.

Working closely with the Vice President of Development & Communications, President & CEO, Vice President of Programs & Operations, and the Board of Directors & Foundation Trustees, this individual will help ensure the successful implementation of fundraising and program strategies that reflect the organization's mission and commitment to inclusivity and equity.

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

- Deeply committed to diversity, equity, and inclusion (DEI).
- Knowledgeable or passionate about community-centric fundraising.
- Strong relationship builder and collaborator
- Creative, visionary, and innovative thinker
- Skilled in grant and appeal writing
- Able to see a project from its idea phase all the way to implementation
- Knowledgeable about state/federal fundraising efforts
- Passionate about ensuring all young people have access to nature

### **Events Management (40%)**

- Plan, execute, and lead special and annual events that engage donors, raise funds, and strengthen stakeholder relationships.
- Manage sponsorships and budgets, aligning funder goals with Camp Fire Minnesota's mission.
- Recruit, lead, and manage event committees and volunteer fundraising projects.
- Collaborate with the Communications team to create and distribute effective donor communications and marketing materials.
- Engage community partners and youth in meaningful ways through special events.

### **Grant Writing & Partnerships (40%)**

- Manage a portfolio of state and reimbursable grants, including writing proposals, leading funding execution, and completing reporting requirements.
- Conduct research on new grant opportunities aligned with Camp Fire Minnesota's mission.

- Collaborate with the Development & Database Manager and Vice President of Development & Communications to respond strategically to requests for special reports, collaterals, and non-grant materials.
- Partner with program staff to identify and pursue shared funding opportunities alongside Camp Fire partners.
- Evaluate program achievements against goals, recommending adjustments based on participant needs and funding objectives.
- Support program implementation to ensure alignment with outcome-driven goals, best practices in youth services, and grant requirements.
- Build and nurture relationships with current and potential funders, including supporting relationships within the Minnesota Legislature alongside Camp Fire Minnesota's lobbyist and the CEO.
- Use Raiser's Edge to track interactions, document contact notes, and follow up with constituents.
- Coordinate with the Development & Database Manager to ensure timely gift entry, acknowledgment, and donor recognition.

#### **Volunteer Coordination (10%)**

- Create and support corporate and individual volunteer programs and engagement.
- Schedule and host groups at Camp Fire Minnesota's Excelsior property, providing guidance and support to volunteer groups throughout the day.

#### **DEI (10%)**

- Support team learning in leading Community Centric Fundraising philosophies and help integrate those philosophies into all areas of our work.
- In collaboration with stakeholders, ensure all fundraising and marketing efforts are inclusive and equity focused.
- Support the DEI subcommittees (racial diversity, gender and sexuality, ability, mental health, and neurodiversity, and anti-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 program leadership and grant writing, special events, fundraising, grant writing, or sales experience.
- Attention to detail, project management, and ability to organize tasks.
- Proven track record of meeting program outcome and development goals.
- Excellent written and verbal communication skills.
- Experience measuring data and outcomes of events to determine marketing effectiveness.
- 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 \$75,000-\$80,000. 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, appeal and/or grant writing sample, and three professional references to: [hr@campfiremn.org](mailto:hr@campfiremn.org) and include "Senior Development & Special Events 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.*