

# MINNESOTA COUNCIL OF CHURCHES

Development & Fundraising

## POSITION DESCRIPTION

**Position Title:** Senior Grant Writer & Development Associate

**Employment Status:** Full-Time, Regular, Exempt (FLSA Administrative/Professional Exemption)

**Reports To:** Chief of Staff (with anticipated transition to Development Director upon hire)

**Work Location:** Hybrid – Minneapolis, MN (122 West Franklin Avenue); schedule of in-office and remote days to be established with supervisor

**Schedule:** Monday–Friday, standard business hours; occasional evenings or weekends for events or deadlines as needed

## ABOUT MINNESOTA COUNCIL OF CHURCHES

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The Minnesota Council of Churches (MCC) convenes, connects, and catalyzes people of faith to build just, equitable, and livable communities for all Minnesotans. MCC is a statewide council with 27 member denominations from Historical Black, Native American, Mainline Protestant, Pentecostal, and Orthodox communions.

In 2026, MCC focuses on courageous, compassionate engagement that bridges divides, strengthens community resilience, and promotes racial justice, healing, and reconciliation. Programs include depolarization initiatives such as Respectful Conversations, expanded services for New Americans, and educational and narrative-change resources delivered through a racial equity lens. MCC staff reflect the broad diversity of Minnesota and the broader mission to build unity through justice for the common good.

## POSITION SUMMARY

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MCC is seeking a Senior Grant Writer & Development Associate to support its mission by leading grant research and writing, assisting with donor stewardship, and contributing to fundraising strategy and communications. This position is responsible for independently managing all aspects of the grant lifecycle — from prospect research to post-award reporting — for a portfolio of major government, private, and faith-based grant opportunities.

The ideal candidate is a skilled and experienced storyteller with a deep commitment to MCC's faith-based values and the ability to articulate the organization's mission effectively to diverse funders and donors. This position reports to the Chief of Staff, with an anticipated transition to a Development Director once that position is filled.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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### Grant Research and Writing

- Lead development of complex grant proposals, multi-year grants, and government contracts.
- Develop and implement grant strategy aligned with organizational priorities.
- Manage a portfolio of institutional funders and maintain strong funder relationships.
- Strengthen internal systems by improving grant tracking, compliance processes, and evaluation metrics.
- Stay informed on federal and state grant compliance requirements, including any applicable 2 CFR Part 200 (Uniform Guidance) obligations for government-funded awards.
- Translate complex program data and outcomes into compelling, funder-ready narratives.

### General Fundraising Support

- Oversee donor stewardship systems and ensure high-quality donor communication.
- Guide fundraising campaigns, messaging, and donor-facing materials.
- Advise leadership on fundraising trends and recommend new funding opportunities.
- Help develop or refine CRM best practices and database standards, including proficiency with donor management software such as DonorPerfect.

## Strategy and Leadership

- Develop multi-year funding strategies and case statements in collaboration with the Chief of Staff and program directors.
- Identify opportunities for process improvement to enhance the efficiency and effectiveness of grant submission and management workflows.
- Stay informed on industry trends, fundraising best practices, and federal and Minnesota state compliance requirements to maximize success rates.
- Mentor or advise junior development staff or volunteers as organizational capacity allows.

## CORE COMPETENCIES

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- Alignment with MCC's mission, values, and faith-based identity.
- Exceptional written communication; ability to adapt style across audiences and funding types.
- Strong attention to detail in proposal writing, data management, and compliance tracking.
- Collaborative relationship-building with internal leadership, program staff, and external funders.
- Strong project and time management; ability to manage multiple deadlines independently.

## QUALIFICATIONS

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### Required

- Bachelor's degree in English, communications, nonprofit management, or a related field, or equivalent combination of education and relevant experience.
- 3–5+ years of grant writing experience, including a proven track record of securing major grants from diverse sources (government, private, and corporate/foundation funders).
- Experience with faith-based fundraising and the ability to articulate a religious mission compellingly and respectfully to both secular and faith-based audiences.
- Exceptional written and verbal communication skills, with the ability to adapt writing style for different audiences and funding contexts.
- Strong experience managing a grants pipeline or institutional funder portfolio.
- Demonstrated ability to translate complex program data into compelling narratives.
- Experience collaborating directly with organizational leadership and program directors.
- Strong project management skills with the ability to oversee multiple deadlines with minimal supervision.

### Preferred

- Experience leading grant strategy or providing guidance to fundraising staff.
- Proficiency in donor management software (e.g., DonorPerfect) and grant research tools (e.g., Foundation Directory Online, Grants.gov).
- Experience building and maintaining relationships with foundation program officers and government grant contacts.
- Familiarity with federal grant compliance requirements, including 2 CFR Part 200 (Uniform Guidance) for federally funded programs.
- Personal commitment to the faith-based mission and values of MCC and the broader ecumenical movement.

## COMPENSATION & BENEFITS

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Starting Salary Range: \$75,000–\$85,000 per year (good-faith estimate per Minnesota Pay Transparency Law, Minn. Stat. § 181.173). Final compensation is determined based on qualifications, experience, and internal equity. Open-ended ranges are not used; the stated range reflects the full hiring range for this position.

This position is classified as exempt from overtime under the FLSA administrative/professional exemption. Exempt status is based on the nature of the duties and the salary level, which meets or exceeds the federal salary threshold of \$684 per week (\$35,568 annually) and Minnesota's applicable standards.

Benefits package includes:

- Medical insurance
- Dental insurance
- Life insurance
- Retirement plan
- Paid sick leave (accrued per Minnesota Earned Sick and Safe Time law, Minn. Stat. § 181.9447; employees accrue 1 hour per 30 hours worked, up to 48 hours per year)
- Vacation leave

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

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This position operates in a hybrid work arrangement, with a combination of in-office work at MCC's Minneapolis office (122 West Franklin Avenue) and remote work. The in-office/remote schedule will be established with the supervisor. Occasional attendance at evening or weekend events, funder meetings, or organizational gatherings may be required.

The physical demands below represent those that must be met to successfully perform the essential functions of this position.

## **EQUAL EMPLOYMENT OPPORTUNITY**

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Minnesota Council of Churches is an Equal Opportunity Employer. MCC does not discriminate in employment on the basis of any characteristic protected under applicable federal or Minnesota state law, including:

- Race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, age (40+), disability, or genetic information — protected under Title VII of the Civil Rights Act, the ADA, the ADEA, the Pregnant Workers Fairness Act (PWFA), and GINA
- Sexual orientation, gender identity, gender expression, marital status, familial status, receipt of public assistance, and status with regard to public assistance — additionally protected under the Minnesota Human Rights Act (MHRA), Minn. Stat. Ch. 363A
- Lawful use of consumable products (including cannabis) outside of work hours and off employer premises, where not otherwise prohibited by the position — protected under the MHRA
- Military or veteran status — protected under USERRA and the MHRA

As a faith-based organization, MCC may exercise certain religious organization exemptions permitted under Title VII and the MHRA with respect to employment decisions related to religious mission alignment, as permitted by law.

MCC is committed to providing reasonable accommodations to qualified individuals with disabilities and for sincerely held religious beliefs in the application and employment process. Applicants who need assistance or accommodation should contact Human Resources at [employment@mnchurches.org](mailto:employment@mnchurches.org).

## **HOW TO APPLY**

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Current MCC employees and external candidates are welcome to apply. Please submit a cover letter, resume, and a relevant writing sample to [employment@mnchurches.org](mailto:employment@mnchurches.org). This position will remain open until filled; applications will be reviewed on a rolling basis.