

## **Development Contractor**

### Job Description

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#### **ORGANIZATIONS OVERVIEW**

Powderhorn Park Neighborhood Association (PPNA) is a small-but-mighty community centered organization. For 42 years, its various programs, events, and services continue to enliven the South Minneapolis community. PPNA's missional priorities aim to embrace diverse community voices, foster connections, and help build a healthy community by supporting advocacy efforts that call for adequate resources and equitable legislative change. The association also maintains partnerships with dozens of community-centered organizations, which helps further the reach and impact of its work.

The Corcoran Neighborhood Organization (CNO) was established in 1975 around a grassroots effort by neighborhood residents to establish Corcoran Park on the site of a closed school. Building on this victory, CNO has continued to unite and equip neighbors to improve and protect the neighborhood. CNO is a non-partisan information source, spokesperson, and advocate for the community on civic affairs, and strives to engage community members on issues that may have a positive or negative impact on the community. CNO has centered healthy food, equity, access and the needs of racially and economically diverse individuals in its programming, engagement and community building. By drawing on the partnerships with board members who want to see Corcoran uplift its residents and bring joy and light to all, CNO provides a venue for diverse and underrepresented food vendors, artists, musicians and visitors from all across Minneapolis to gather during the market season. Market Plaza at the intersection of Lake Street and Hiawatha is a place that welcomes all, is a safe gathering place and supports the local economy.

#### **ROLE SUMMARY**

The Development Contractor (DC) will partner with the PPNA's Executive Director (ED), who is also the Executive Leadership Support for CNO, to support strategies that cultivate both contributed sources of income. This role will proactively engage in prospective funder identification and grant proposal submission. Additional support may be given to a range of development activities, inclusive of event sponsorship management and donor engagement as capacity allows.

Several skills that are essential for this role include excellent written and verbal communication, time management, and procedural orientation. Each of these skills will aid the DC's ability to consistently construct engaging and inspiring narratives around the association's various body of work that drive a variety of engagement from existing and prospective financial contributors.

In service of the core accountabilities associated with this role, the DC will also partner closely with other PPNA and CNO staff or Board Members who have direct responsibilities for events, programs, partnerships, and (or) key initiatives.

#### **CORE ACCOUNTABILITIES**

The following are core responsibilities within the role's four primary areas of work:

##### *Income Development*

- Research funders and grant opportunities to support General Operations, Programs and Events for both organizations.
- Write 1-2 grant proposals per month in partnership with the Executive Director and in alignment with development tracker.
- Oversee sponsorship program for events and key initiatives and clearly define select areas of staff support.

##### *Communications & Positioning*

- Cultivate and maintain a repository of stories and narratives that convey the impact of funding PPNA & CNO's work.
- Partner with PPNA Communication & Operations Director in creating collateral related to donor and funder opportunities.



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- Devise and maintain a suite of templates that can be used to connect with existing and prospective donors.

#### Event & Meeting Planning

- Assist in the coordination of partner and volunteer fundraising activities where proceeds will support PPNA or CNO.

#### Process & Systems Support

- Maintain development tracker in collaboration with Executive Director and other select staff.
- Identify areas of procedural opportunity within development function and discuss with Executive Director.

### **DESIRED QUALIFICATIONS & SKILLS**

The following provides a summary of the preferred experience and skills sought for this position.

#### Qualifications

- Minimum 3 years' experience in supporting nonprofit fundraising activities.
- Minimum 3 years' experience writing grants that led to multiple grant awards.
- Minimum 3 years working with people of diverse cultural backgrounds, lifestyle, and socio-economic standing.

#### Skills

- An Associates or higher degree (or) presently working toward completion of a degree.
- Ability to provide clear, relevant, and concise information to varying organization stakeholders.
- Proficient interpersonal and communication skills with people with various backgrounds and roles.
- Ability to think strategically, creatively, and proactively around how to address opportunities and challenges.
- Proficient and self-directed at managing work plans, priorities, and resources to advance accountabilities.
- Comfortable utilizing various database systems that maintain stakeholder information that support reporting.

### **COMPENSATION & BENEFITS**

- This is a contract employee opportunity to fulfill 42 hours per month (10.5 hours/week) within a flex schedule.
- Salary: Hourly, commensurate with experience

### **HOW TO APPLY**

- Please send a resume to [careers@ppna.org](mailto:careers@ppna.org).
- Resumes for this opportunity will be accepted through Friday, March 6, 2026.
- Resumes will be reviewed on a rolling basis and select applicants will be invited for an interview.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

*Powderhorn Park Neighborhood Association (PPNA) & Corcoran Neighborhood Organization (CNO) is committed to advancing equity and diversity in all that we do. PPNA does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.*