



# TREEHOUSE

UNLEASHING HOPE IN TEENS EVERYWHERE

## **DIRECTOR OF DEVELOPMENT**

DEPARTMENT: Development

REPORTS TO: President & CEO

LOCATION: Program Training Center/PTC – Saint Louis Park, MN

STATUS: Full-time

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday (8:30 a.m. – 5:00 p.m.) If in Twin Cities, flexible hybrid work schedule with the option to work up to two days from home and a minimum of three days in the office.

Must have flexibility to attend company events and activities.

BENEFITS: Competitive benefit package with professional development opportunities

SALARY RANGE: \$60,000-\$90,000

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## **ABOUT TREEHOUSE**

TreeHouse is on a mission to unleash hope among teens everywhere. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to intercultural ministry, and staff are grounded in our core values (Christ-Centered, Relational, Cultivate, Resilient, Driven and Multi-Cultural). These things determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization in the area of mental health informed youth ministry.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

## **GENERAL TREEHOUSE STAFF REQUIREMENT**

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture, and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

## **JOB SUMMARY**

The Director of Development is a part of the TreeHouse Development Team, which is responsible for driving revenue for the organization. As this position is vital to the accelerated growth of our nationwide missions, it will initially report to the President & CEO. Under the supervision of the CEO, the Director of

Development is to maintain, retain, and develop long-term relationships built on a firm understanding of the donor's interests, passions and values. To serve as one of the major gift officers for the TreeHouse organization and to provide strategic planning, develop goals, and give direction for TreeHouse's major & mid-level donors.

This position will be responsible for major gift growth in the Twin Cities by partnering with donors and legacy donors in communities to grow TreeHouse's financial support. Our goal is to strive for MN based revenue to grow modestly as the overall organizational revenue grows in the next three-five years.

This position will actively support TreeHouse's mission by raising funds to meet the organization's strategic plan goals. While working with the CEO, Board of Directors and Development Team, this position will be responsible for developing and implementing strategies to meet specific annual revenue goals and contributing to the overall achievement of the Development Team revenue goals. The position will also play an integral role in stewarding all donors (regardless of gift level) and prospect to position them for long-term and/or increased giving to TreeHouse.

## ESSENTIAL JOB FUNCTIONS

- Manage a portfolio of mid and high level donors
- Cultivate new donors in Minnesota and existing markets
- Help set budget and strategic initiatives
- Strategically work with Development team on how to move donors in their giving
- Analyze donor data to make sure portfolios are assigned appropriately
- Routinely, meet with donors to cultivate and steward them
- Works with other departments such as Marketing, Events, Data Management, Training Site staff and Finance
- Understand and maintain knowledge of fundraising trends and climate
- Identify and collaborate on grants with our Grants Manager
- Support events by recruiting sponsors and maintaining key relationships including event sponsorship committees
- Attend and participate in all TreeHouse Sponsored events
- Work with Google Workspace and Salesforce on a regular basis
- Perform other duties and responsibilities as assigned

## QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Bachelor's degree preferably in Business, Non-profit Management or related field
- Strong interpersonal skills (emotional intelligence) and the ability to be highly adaptable, forging positive working relationships with a wide variety of people in a non-profit environment
- Ability to manage changing priorities with a positive, collaborative attitude
- Knowledge of Salesforce, donor and move management tracking
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgment and understanding of confidentiality

## PREFERRED

- 5-10 years of Development, marketing or client-facing role experience, preferably in a non-profit sector

## COMPENSATION

- This full time, salaried position pays between \$60,000 and \$90,000 annually depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; [www.TreeHouseHope.org/careers](http://www.TreeHouseHope.org/careers)  
Position is open until filled.