



Open Arms of Minnesota Job Description:

Chief External Relations/Chief Community Relations/Chief Engagement Officer (title TBD)

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 6,400 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 3,600 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: October 10th, 2025

Closing Date: Until filled

Position Overview: This full-time, salaried position contributes to the fulfillment of Open Arms' mission by leading and directing the organizational fundraising, volunteer engagement, and communication efforts and driving growth and sustainability of a unique and relationship-focused organization. This position will center authentic relationship building and hands-on donor stewardship and will advance the vision and mission of OAM through the engagement of thousands of invested volunteers, donors, and funders. The position will be responsible for a broad department of 15 staff, about \$5 million in philanthropic giving, and over 6,500 volunteers. This position will work the majority of hours at one of our locations, although some remote work is allowed.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and consistently maintain a high level of customer service to all guests, clients, and fellow team members.



The ideal candidate for this position is:

- An **enthusiastic and authentic relationship builder** who is genuinely interested in creating and nurturing relationships across the organization and community, who understands that Open Arms' unique, relational culture is the key to our success and growth.
- An experienced **development professional** who enjoys and excels at personally soliciting and landing donations from individuals, foundations, and corporations, and has experience overseeing large events with a proven history of success.
- A true **community builder**, committed to consistently providing a transformational – not transactional – experience for our volunteers and donors, who can cultivate and nurture a highly invested and unique volunteer community who make our work possible.
- An **ambassador of philanthropy**, who will thoughtfully build upon and strengthen our culture of philanthropy among staff, volunteers, and community partners who interact with Open Arms.
- A **skilled storyteller** who can tell the story of our clients and excels at communicating the impact of our programs.
- A **warm, extroverted leader** with excellent interpersonal and management skills, who is a hands-on team builder, values face-to-face communication, and models an all-hands-on-deck mentality.
- A **strong supervisor** who is an exceptional thought leader, open to new ideas and new perspectives. Ideal candidate will excel at providing professional development growth for team members and will also provide constructive learning opportunities.
- A **collaborative, inclusive peer** who will work as an equal partner with members of the Senior Leadership team, helping to achieve the best organizational outcomes.
- A **flexible leader** who excels in a rapidly changing, fast-paced environment with extremely diverse and distinct organizational departments with competing needs and priorities.
- A **hands-on team player** who is comfortable at the strategic level, but is not afraid to roll up their sleeves and actively participate in day-to-day engagement efforts.
- An **experienced and adept manager and supervisor**, skilled in managing diverse personalities both internally and externally.

Requirements – We will prioritize values alignment and broad, direct experience over career trajectory and your last job title.

- Significant non-profit fundraising experience, including a combination of development and communications work at a nonprofit organization.



- Demonstrated success and evidence of authentic relationship-building desire and skills
- Proven, demonstratable success in personally securing donations, media, and community partnerships.
- Robust experience working alongside or managing volunteers, with a rich understanding of volunteer programming.
- 10+ years of supervisory experience.
- Experience working in an operational or direct service non-profit preferred
- Confident communication, writing, public speaking, and human relations skills, and a personal presence that garners respect from donors, volunteers, and the public at large.
- Ability to work collaboratively with internal operational leaders, collaborating on joint projects and goals
- Ability to initiate contact with prospective funders/partners/supporters.
- Ability to work at both a high, strategic level and as a “do-er”, in an all hands-on deck environment.
- Well-developed organizational skills and demonstrated ability to multi-task in a high-pressure setting.
- Ability to work successfully both independently and collaboratively as part of a team, creating and contributing to a positive team environment.
- Strong written and public speaking abilities, with demonstrated success at external and internal presentations.
- Experience in planning and working within budgets.
- Ability to think strategically, creatively, and proactively.
- Ability to work under pressure, deal with, and maintain a positive attitude in stressful situations and during busy periods.
- Ability to work occasional evenings and weekends.
- Ability to work onsite at both Minneapolis and St. Paul offices
- Advanced ability in MS Office and Internet research applications.
- Valid driver’s license and reliable transportation.
- Sensitive to diversity and ability to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to speak at events.
- Able to sit or stand for extended periods of time.
- Ability to review and reply to documents and information on the computer screen, as well as to use a computer and a variety of software programs.



Reports To: CEO

Compensation Range: \$130,000-\$150,000 annually

Location: Minneapolis and St. Paul, MN

Hours: Full Time

To Apply: Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404
- Call: 612-465-9793

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity, and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer