



## **Open Arms of Minnesota Job Description: Development Director of Institutional Relationships**

### **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 6,500 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 3,687 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](http://www.openarmsmn.org)

**Open Date:** February 6<sup>th</sup>, 2026

**Closing Date:** Until filled

### **Position Overview:**

This full-time salaried position contributes to the fulfillment of Open Arms' mission by leading organizational efforts to nourish authentic and transformational relationships with institutional stakeholders, funders, and corporate volunteers, expanding and managing a robust corporate sponsorship and foundation partnership program for Open Arms. The Development Director of Institutional Relationships is responsible for creating and nourishing a program that prioritizes authentic relationships with institutions resulting in increased and sustained organizational involvement, funding, and volunteering. Reporting to the Chief Relationships Officer, the Development Director of Institutional Relationships will be responsible for supervising a unique team of staff whose mission is relationship-focused in order to meet annual revenue targets, identify and secure corporate, corporate foundation and community foundation gifts, build volunteer and involvement strategies, and steward partnerships up to six+ figures. Serves as the organization's senior leader for all institutional partnership strategy and performance.

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 is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

### **Primary Job Responsibilities:**

- Expand and oversee a program that creates transformational relationships and partnerships with corporations, foundations, businesses, and other organizational and institutional groups.
- Build a team of staff that centers authentic relationship building and create 360-degree institutional relationships complete with stewardship, solicitation, volunteer opportunities,

brand visibility, and other creative strategies to benefit both the organization and meet the unique needs of each institution.

- Integrate Volunteer Engagement strategies and outcomes within the existing institutional fundraising model, leveraging and expanding corporate volunteering as a critical piece of increasing institutional fundraising.
- Oversee institutional giving goals, ensuring revenue goals are met working closely with existing Institutional Relationships and grant writing staff members.
- Work directly with Chief Relationships Officer, Director of Volunteer Engagement, and CEO to identify board members, donors, and volunteers that have relationships with potential institutional partners, then spearhead efforts to turn those relationships into organizational partnerships.
- Maintain an external presence at networking and community events to establish a visible/vocal community presence in the community, including national Food is Medicine Coalition committees and partnerships.
- Establish annual work plans, revenue targets, and key performance indicators for the Institutional Relationships team in close collaboration with Chief Relationships Officer.
- Create gratitude and appreciation strategies for institutional partners that are transformational, creative, on-brand, and unique.
- Create a plan to increase event sponsorship with the Director of Institutional Relationships.
- Expand organizational sponsorship opportunities for potential partners.
- Collaborate with leadership of other departments, identifying program needs and potential fundraising opportunities.
- Create plan to deepen relationships with faith-based organizations and civic organizations, directing the work of the Institutional Partnerships Coordinator to fulfill goals and KPI's
- Build on current and future relationships with volunteers and businesses to nurture existing and steward additional revenue-generating opportunities for Open Arms third-party partnerships (outside fundraising such as grocery store roundups, event nights at restaurant partners, etc.),
- Oversee all development campaigns that may involve corporate matches, community, and volunteer/donor participation.
- Work with the Communications Team to leverage annual reports, newsletters, emails, website, and external tools to promote overall mission.

### Staff Management and Supervision

**Expectations for all Managers/Supervisors:** Managers and Supervisors are role models for all staff and volunteers and are responsible for conforming to a high standard for work performance, ethics, integrity, collaboration, positive respectful communication, and problem-solving. Open Arms is a dynamic, high-changing environment which demands that Managers and Supervisors not only effectively manage their own department but also work collaboratively with other departments and employees to constantly improve systems and operations.

- Directly supervise staff members, including the Institutional Relationships Director and the Institutional Partnerships Coordinator.
- Model the highest ethical behavior and set the standard for superior customer service to Open Arms clients, volunteers, and stakeholders.
- Oversee and manage goals expectations and KPIs for direct report(s).

- With HR Department as a resource, lead the functions of staff management including training and coaching for improved performance.
- Hold regular one-on-one and team meetings.
- Foster a team-centered work environment.
- Provide effective training, professional development, and ongoing performance coaching to ensure the staff meet the expectations of their position and are recognized for their achievements.
- With the support of HR, provide disciplinary action when necessary and work within OAM guidelines on when to seek assistance from HR or senior management on employee relations issues.

### Collaboration

- As a representative of Open Arms, work with other Department staff members on special events, speaking opportunities, and community activities.
- Assist the team in the recruitment, retention, and recognition of volunteers, and help ensure Open Arms provides an outstanding, inclusive, and relationship-centered experience through positive, respectful interactions.
- Collaborate across departments to support special events, campaigns, and community activities as needed.
- Provide occasional support in other operation areas, including delivery of meals to clients, packaging meals in the kitchens, working at events, etc.
- Help ensure Open Arms provides an outstanding, inclusive, and relationship-centered experience for volunteers, guests, and partners through positive, respectful interactions.
- Support the mission, value, and brand of Open Arms of Minnesota.
- Other duties related duties as assigned.

### **Requirements:**

- Minimum 10+ years of fundraising experience, including significant experience in cultivating, soliciting, closing, and stewarding significant gifts from institutions.
- 3+ years of staff supervision experience with an understanding of and comfort with human resources, employee performance improvement plans, and corrective action policies.
- Authentic desire to develop relationships with businesses, foundation leaders, corporate officers, and others
- Experience in planning, leading, and managing fundraising campaigns and projects, to achieve desired outcomes, tracking and reporting on progress to management.
- Knowledge of principles of corporate social responsibility, cause marketing, employee engagement, sponsorship, product donations, social enterprise, philanthropy, and grantmaking.
- Proven experience overseeing foundation and corporate foundation annual grant calendar
- Genuine interest and enthusiasm for a culture that is relationship-based and rooted in face-to-face interactions
- Ability to conceptualize and describe funding needs in a way that is compelling to prospects, donors, and other stakeholders.
- Ability to ideate and develop comprehensive proposals and create and deliver PowerPoint presentations.

- Proven track record in supporting organizational leadership in donor cultivation, communications, and events.
- Bring a solutions-oriented approach, possibility thinking, collaboration, and problem-solving ability.
- Ability to meet deadlines, prioritize conflicting needs; handle requests and projects expeditiously, proactively, and follow them through to successful completion, often with deadline pressures.
- Outstanding communication and organizational skills with an ability to work effectively with multiple stakeholders.
- Demonstrated understanding and ability to always maintain confidentiality and discretion requirements.
- Excellent written, presentation, and verbal communications skills with careful attention to details
- Ability to consult and interact with highest levels of corporate leadership
- Experience in planning and working within budgets.
- Demonstrated ability to create, lead, and motivate a team.
- Demonstrated ability to work independently and collaboratively.
- Ability to provide friendly, excellent collaborative service to internal and external constituencies.
- Ability to work under pressure and deal and maintain a positive attitude in stressful situations and during busy periods.
- Advanced ability in MS Office and Internet research applications.
- Ability and flexibility to work occasional evenings and weekends.
- Flexibility to work on two different worksites and off-site events.
- Active Minnesota driver's license and unrestricted for work-related driving.
- Sensitivity and commitment 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 talk and hear, and to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit or stand for extended periods of time.
- Ability to review and reply to documents and information on computer screens as well as to use a computer and variety of software programs.
- Ability to drive for work-related purposes.

**Reports To:** Chief Relationships Officer

**Location:** Minneapolis and St. Paul, MN

**Pay Rate:** \$120,000- \$125,000 annually

**Hours:** 40 hours per week

**To Apply:**

Please send a resume and cover letter to:

**OAM HR**

- Email: [jobs@openarmsmn.org](mailto:jobs@openarmsmn.org)
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404

**Benefits:**

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, 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**