



Development Officer

With responsibilities for Corporate, Foundation, and Major Gifts

Position Summary: The Development Officer's role is to increase funding for Global Minnesota through: a successful corporate membership program, foundation support, and major gifts initiatives. In a results-oriented and professional manner, this full-time staff person utilizes his or her experience in fundraising or sales, and knowledge of global issues to connect Minnesota's global business, individual, and foundation community with the mission and programs of Global Minnesota. This role works closely with the President and Board of Directors to develop an annual fundraising plan to meet the growing needs of the organization, then is responsible for implementing all aspects of the plan. This position works closely with the staff and Board to fully engage the organization in fundraising.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization promoting international understanding and engagement by educating, inspiring, and providing enriching interactive experiences to our community. We offer globally-focused opportunities for all ages in programs that take place in homes, classrooms, workplaces, and communities across the state. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to bring Minnesota increased global engagement and recognition. For more information, see www.globalminnesota.org.

Nationally, Global Minnesota is a top member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit arm of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, and dependable problem-solvers who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective.

Reports to: President

Qualifications: This staff person thrives on meeting financial goals, has broad knowledge of Minnesota's corporate, major gifts, and foundation landscape and a strong interest in global affairs.

Education and Experience Required: A bachelor's degree and minimum 3-4 years demonstrated success in fundraising/business-to-business sales or business development as a full-time employee.

Skills and Abilities: Excellent writer with strong interpersonal communication skills and ability to represent the organization professionally; experienced in implementing a sales/fundraising plan; strong research skills; self-starter with a high level of initiative; great team player with a strong work ethic and willingness to learn a wide range of duties; organized and detail-oriented with an emphasis on timely follow up; ability to engage with Global Minnesota donors; proficient in Microsoft Office, familiar with donor databases (prefer Raiser's Edge) and interest in learning new technology

Position Details

Corporate and Foundation

- Works closely with the President and Board to development Global Minnesota's annual corporate, foundation, and major gifts fundraising plan
- Leads all implementation of annual corporate membership and foundation giving, utilizing the President, Board, other staff and volunteers as appropriate to meet the annual goal of \$500,000 (June 2018)

- Manages foundation grant proposal process for 6-10 grants per year, from research and staff input, to writing and submitting; writes grant reports; communicates with foundation contacts, proactively manages deadlines; ensures proper hand off for grant fulfillment
- Manages donor relations and renewal process for corporate members; builds relationships to engage members in programs; meets with members for renewals and increased giving
- Actively identifies and researches corporate prospects; meets to secure funding/solicit memberships; develops creative methods to acquire new corporate donors
- Manages corporate donor benefit fulfillment, evaluates benefits and updates as needed
- Manages corporate cultivation, working with the Program Director and President to identify Global Minnesota programs that best fit this effort and recommends future events; partners with marketing staff to ensure compelling corporate communications and materials

Major Gifts

- Works closely with the President and Board to complete the quiet phase of a Global Minnesota \$2.5 major gifts campaign and manage the public phase
- Works collaboratively with President and Individual Giving Officer to identify and cultivate major gifts prospects; engages board members in prospecting and giving
- Creates and manages all processes and tracking documents for major gifts
- Creates and manages major gifts correspondence
- Identifies possible problem areas with donor pledges and manages collections efforts in collaboration with president and accountant
- Managed all major gifts events from beginning-to-end
 - Annual Ambassador Awards Event
 - Underwriter Gala Dinner
 - Other Major Gifts Lunches/Dinners
- Manages corporate donor benefit fulfillment, evaluates benefits and updates as needed
- Manages corporate cultivation, working with the Program Director and President to identify Global Minnesota programs that best fit this effort and recommends future events; partners with marketing staff to ensure compelling corporate communications and materials

Development

- Works collaboratively with all development personnel at Global Minnesota to ensure consistency in goals and objectives and execution of them
- Serves as staff liaison to the Board Corporate Development Committee and the Board Major Gifts Committee
- Establishes effective corporate development processes and policies
- Attends Global Minnesota events and represents the organization at events
- Recommends new fundraising arenas for Global Minnesota and candidates for Global Minnesota's individual giving programs
- Communicates fundraising information to the Global Minnesota staff. Participates in organizational strategic planning, staff meetings, events, and other activities to ensure maximum involvement of donors and prospects in Global Minnesota programs and to increase staff awareness of fundraising opportunities
- Communicates revenue and expense-related information as needed with appropriate staff; works with staff on other funding issues as appropriate
- Serves as a key member of the development team, assists other team members as needed
- Other duties as directed by President

Employment and Benefit Information: The Development Officer is a full-time, exempt employee with core hours of 9 am to 5 pm, Monday-Friday, and additional morning and evening meetings, events, and occasional weekend responsibilities. Global Minnesota offers a full compensation package including paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, and optional pre-tax employee contribution to a retirement fund. Salary commensurate with experience.

Confidential Application Process: Apply to Kathleen Oscarson, Administrative Director, at info@globalminnesota.org. Please include a resume, cover email, and writing sample related to sales or fundraising. An email confirmation will be sent when your application is received.