



Corporate Relations Officer

Position Summary: Utilize your experience in corporate development, international business strategy, fundraising, or sales, plus your corporate network, and your knowledge and passion for global issues and engagement to connect Minnesota's global business community with the mission and programs of Global Minnesota.

Power Global Minnesota's mission to advance international understanding and engagement as you lead the day-to-day operations of the organization's corporate membership. Raising nearly 25% of all revenue, corporate membership/sponsorship/gala support successfully engages 50+ business partners with the organization. In the year ahead, you will manage relationships with current members to renew and increase support, to communicate about opportunities, and to further engage them in programs, including business briefings, public and private events, high level diplomat visits, event sponsorships, site visits, and C-suite meetings. You will also seek new partners to grow the membership, offering relevant opportunities to engage with our mission.

Working closely with the Senior Corporate Advisor and the President, you will develop the annual corporate membership plan to increase corporate support from current and new corporate members through three connected areas – valuable program content, a philanthropic commitment to increase Minnesota's global profile, and event/program sponsorship. Leading implementation, you will build relationships with key corporate partners and prospects; manage renewals, prospect research, new member solicitation; ensure benefit fulfillment and regular corporate communications. This role works closely with the board of directors, the corporate membership committee, the president, the program team, the marketing and communications manager, and the development team.

Organization Summary: Global Minnesota is the state's leading non-profit for international engagement. Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota continues 70+ years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: www.globalminnesota.org.

Nationally, Global Minnesota is a leading member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit partner 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 digital and in-person environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication, cross-cultural, and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective. The workplace is an open and active setting and staff need to be able to accomplish their work in this type of environment. The use of headphones in the office is welcome.

Reports to: President

Qualifications: You are a results oriented professional, who thrives on meeting goals and has a broad knowledge of Minnesota's business landscape and a strong understanding of global affairs.

You hold a bachelor's degree and have a minimum 4 years' demonstrated success in business-to-business sales, business development, export promotion, international business strategy and investment attraction or corporate fundraising as a full-time employee. Other critical skills/experience: a strong work ethic and willingness to perform a wide range of duties; excellent communication skills and ability to represent Global Minnesota in the corporate sector, including at the highest level of corporate and diplomatic leadership; detail-oriented with timely follow up; self-starter with a strong initiative and great team player; experience in implementing a sales/fundraising plan; ability to write clearly and persuasively; experience developing professional relationships in business networks and the ability to engage Global Minnesota donors; strong research skills; proficiency in Microsoft Office, familiarity with donor databases, and willingness to learn new technology. International experience required. Experience with international and government protocol preferred.

Position Details

- In conjunction with the President and with input from the Senior Corporate Advisor, create the annual corporate fundraising plan. Implement the plan, utilizing the President, Board of Directors, and staff to meet the annual fundraising goal;
- Manage all aspects of the corporate renewal process, involving President and Board as appropriate;
- Actively identify corporate member prospects, seek introductions, build relationships and engagement in programs, solicit memberships; lead the overall strategy to acquire new corporate donors;
- Guide foundation grant proposal process for corporate foundations, from research to submission; write grants and reports, communicate with foundation officers, manage deadlines, ensure grant fulfillment and information sharing with staff;
- Build out corporate sponsorship opportunities and engage corporate partners for mutually beneficial sponsorships;
- In coordination with the Gala and Individual Membership Manager, coordinate corporate outreach for Gala sponsorship, table and auction to reach the corporate Gala goal;
- Support a robust slate of corporate cultivation activities led by the Senior Corporate Advisor to build member engagement, including a combination of activities specifically created for a corporate audience, programs partnering with internal partners (leveraging public events, international visiting professionals, visits by diplomats, etc;) and programs with external partners;
- Working in partnership with the marketing staff manage a regular schedule of corporate communications, messaging and any needed materials; utilize LinkedIn in support of corporate fundraising;
- Serve as lead staff to the Board Corporate Membership Committee;
- Manage corporate benefit fulfillment, evaluate benefits and update as needed;
- Meet regularly with Global Minnesota's current and future corporate donors, leaders, and board members to understand their interests and needs and to secure funding; represent Global Minnesota in the corporate community and at corporate events; meet regularly with board members on prospective corporate membership connections and opportunities;
- Establish effective corporate membership systems and policies;
- Recommend new funding/fundraising arenas and refer possible candidates for individual giving or board/committee opportunities;

- Assist with Global Minnesota's contact to economic officers in the international diplomatic community and support business programming and protocol related to visits by international dignitaries.
- Keep staff up-to-date on corporate membership information. Participate in organizational planning, staff meetings, events, etc. to ensure maximum involvement of current and prospective corporate members and to increase staff awareness of corporate membership;
- Serve as a critical member of the development and program teams, supporting team members, brainstorming ideas, etc.
- Other duties as assigned.

Employment and Benefit Information: The Corporate Relations Officer is a full time, exempt employee, who generally works a set of core hours between 9 AM and 5 PM Monday-Friday in addition to morning and evening meetings, events, and occasional weekend responsibilities. Global Minnesota offers a full compensation package including salary, paid vacation (13 days in year one), paid holidays (10-14), paid sick leave (12 days in year one), employee health insurance, dental insurance, long term disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, and optional pre-tax employee contribution to a retirement fund. Our team regularly has opportunities to learn from global experts and leaders in business. Salary range for this position is \$55,000 to \$70,000 per year, based on relevant experience.

Confidential Application Process: Send a resume and letter of interest to Kathleen Oscarson, Director of Operations, at info@globalminnesota.org. You will receive an email confirmation to let you know that your application has been received. Interviews will begin in May for an anticipated summer start date.