

Global Minnesota Development Coordinator (20 hours/week)

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.

Nationally, Global Minnesota is in the top 10 of the 95 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.

Position Summary: Working 20 hours per week, the Development Coordinator helps ensure that individual donors have an efficient, engaging and positive experience with the organization. The position works on the day-to-day implementation of individual membership and annual gala, under the direction of the Individual Giving Officer. This position supports increasing Global Minnesota's support from individuals across a wide range of demographics while engaging the donors in the mission of increasing global understanding.

In membership, the Development Coordinator handles regular communication with members via phone, email, letter, and in-person at events at the direction of the Individual Giving Manager. This role helps ensure that membership is visible in all that the organization does, and that staff, board, and volunteers have the information needed to advocate for membership. The Development Coordinator implements the processes for solicitations, renewals and acknowledgements and contributes to the planning for continued growth in membership. In coordination with the Individual Giving Officer, this position also represents membership at events.

This role also assists in the implementation of the Gala, working across diverse stakeholders including the committee, board, staff, and event attendees. The Development Coordinator may assist in areas such as: invitation preparation and mailing; patron and underwriter solicitation and tracking; auction procurement and materials; committee correspondence, etc.

Reports to: Individual Giving Officer

Membership Details

- Help Global Minnesota build membership at levels from \$35-\$5,000.
- Serve with enthusiasm as a spokesperson and salesperson for membership – creating an awareness of membership; representing membership at Global Minnesota and other events; helping staff and board promote membership opportunities.
- Respond and reach out to members via phone and email to invite their participation, renewal, questions, etc. Handle incoming membership inquiries.
- Coordinate the processes to prepare, track and send all member solicitations, renewals reminders, lapsed, and acknowledgement letters and emails.
- Reach out to nonmembers who mistakenly register as members pre-event.
- Attend 2-3 evening events per month to promote membership and the organization.
- Coordinate follow up with event attendees and other potential members.
- Work with the Database Manager to maintain accurate member information; this position is not responsible for gift entry, but enters specific member data into Raiser's Edge.

- Compile regular reports and analysis on membership.
- Support the Board Membership Committee as needed.
- Assist with and staff member-cultivation events.
- Assist with research and planning to grow membership.

Gala Details

- Support the implementation of the gala to reach the desired goals of the event, including the main fundraising components of underwriter and patron support, auction development, ticket sales, and Fund-a-Need opportunity.
- Support the gala chairs and committee, as the work on auction building, underwriter and patron solicitation, audience development, event design and community engagement.
- Coordinate the silent and live auction efficiently to meet fundraising targets, including: assist with strategy; renewal of past items, procurement of new items; tracking of items, acknowledge, promotion and display items; auction closing and winning procedures; post auction follow up and assessment of items.
- Support the underwriter and patron solicitation process.
- Assist with ticket sales, including: invitation preparation and mailing; growing the invitation list; processing ticket purchases; outreach to build audience.
- Write auction item descriptions, letters, etc. as needed.
- Assist in registration and gift processes as needed.

Other

- Be a development department team member by assisting with projects as needed.
- Train and direct interns.
- Ensure accuracy of gift reporting in Raisers Edge, annual report, and program materials.
- Other duties as directed.

Qualifications: Position requires professional, positive, energetic individual who is passionate about the mission and goals of Global Minnesota and is organized, detail-oriented and able to work with co-workers in all areas of the organization. Two years' experience working in a detail- and deadline-driven office environment required. Excellent communication skills, especially in person and by phone, as well as an ability to write clearly. Ability to make cold calls. Serious attention to detail and organization; ability to manage multiple timelines and balance projects and deadlines while maintaining high-quality work. Self-starter with an ability to take initiative and work independently, as well as a good team player. Minimum 1-2 years database experience, preferably with Raiser's Edge. Strong Microsoft Word and Excel skills needed. Ability to work well across diverse demographics. Prefer prior experience in fundraising, membership, or sales.

Hours and Job Needs: The position will work 20 hours/week, generally scheduled between 9 AM and 5 PM Monday-Friday, but also to include up to 3 evening events per month. Schedule can be worked out with the Individual Giving Officer. Weekend hours are rarely needed, except for the day of the Gala. Must be able to stand for up to two hours at events, climb one flight of stairs, carry boxes up to 35 pounds. Global Minnesota offers part time employees an hourly rate of pay plus holiday, vacation, and sick pay, paid on-campus parking, opportunities for professional development, employer contribution to a retirement fund and optional pre-tax employee contribution to a retirement fund. Rate based on experience.

Confidential Application Process: Send a resume and letter of interest to Kathleen Oscarson at info@globalminnesota.org by August 25. You will receive an email confirmation to let you know that your application has been received. Applications will be reviewed as received.