

Development Coordinator



Global **Minnesota**

Position Summary: Bring your best attention to detail, positive attitude and global interest to Global Minnesota's development team as the full time Development Coordinator. Help ensure that individual donors have positive, efficient and accurate interactions with the organization through your work on the day-to-day implementation of individual membership, annual gala, planned giving, corporate matches, donor events and related projects.

This role helps ensure that individual giving opportunities are visible in all that the organization does, and that staff, board, and volunteers have the information needed to advocate for giving.

Working 4 days per week at home and one day each week in the socially distanced office, you will handle regular communication with members via phone, email, letter, and eventually in-person at events. Proactively coordinate the solicitation, renewal, acknowledgement processes while contributing to the strategy to grow giving.

You will also assist in all aspects of the annual Gala, working with the committee, board and staff on invitations, promotion, donor solicitation and tracking, committee coordination, while playing a major role in building the auction. Working individually and as part of the team, you'll assist in all areas of fundraising at Global Minnesota.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. Currently, we are working in a mainly digital environment with an anticipated full return-to-work date of September 7, 2021. With a staff of 15 and a \$1.4 million budget, Global Minnesota is proud to be celebrating our 70th year of connecting Minnesotans to the world and the world to Minnesota. For more information, see our website at www.globalminnesota.org.

Work Environment: Global Minnesota staff work in a fast-paced, dynamic and mostly digital environment. All team members need to be flexible, professional, problem solvers, who can work well both independently and on a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with diverse constituencies are especially effective.

Reports to: Individual Giving Officer

Qualifications: Position requires professional, positive, energetic individual who is passionate about the mission and goals of Global Minnesota and is seriously 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. Ability to manage multiple timelines, 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 year database or spreadsheet 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.

While performing the duties of this job, employees are regularly required to stand for as long as two hours continuously at events and lift up to 35 pounds.

Position Details

Membership

- Help Global Minnesota grow membership at levels from \$35 to \$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. Contact nonmembers who mistakenly register for events as members.
- Update letters, emails, materials and other communication pieces for membership.
- Coordinate all aspects of the processes to prepare, track and send member solicitations, renewals, reminders, lapsed, and acknowledgement letters and emails.
- Attend up to 3 morning/evening events per month to promote membership. Assist with the planning and implementation of cultivation events, such as private dinners and receptions.
- Coordinate event follow up and potential member solicitation by mailing and email.
- 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; review lists; do prospect research and strategize.
- Support the Board Membership Committee as needed.

Gala

- Assist the staff and committee with all aspects of the annual gala, including the main fundraising components of underwriter and patron support, auction development, ticket sales, and Fund-a-Need, as well as audience development, event design, logistics and community engagement.
- Coordinate the silent and live auction to meet fundraising targets. Assist with strategy; renewal of past items, procurement of new items; tracking, acknowledgements, writing descriptions; promotion and display; closing and winning procedures; post auction follow up and evaluation.
- Assist with ticket sales and registration, including invitation preparation and mailing; list strategy; processing ticket purchases; outreach to build audience. Support the underwriter and patron solicitation process. Assist on the day of the event.

Other

- Coordinate follow up on corporate matches. Handle processes to encourage planned given. Help with special event planning and implementation. Assist in other development projects.
- Update communications; recommend new themes and language; assist in grant/report writing.
- Train and direct interns.

- Ensure accuracy of gift reporting in Raisers Edge, annual report, and program materials.
- Participate fully in staff meetings and trainings. Provide information to staff and board to fully engage them in fundraising.
- Other duties as directed.

Employment and Benefit Information: The Development Coordinator is a full time, nonexempt (hourly) employee working up to 40 hours/week, generally scheduled between 9 AM and 5 PM Monday-Friday and up to 3 evening/morning events per month. Weekend hours are needed occasionally with advanced notice. Current schedule is 4 days per week work-from-home and one day in the socially-distanced office. Specific days and times are somewhat flexible.

Hourly rate depends heavily on relevant experience (\$13.00 - \$17.00/hour). Global Minnesota offers a full compensation package including hourly wage, paid vacation, paid holidays, paid sick leave, 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.

Confidential Application Process: Send a resume and letter of interest to Julianna Kolb, Administrative Manager, at jkolb@globalminnesota.org. Applications will be reviewed as received.