

Major Gifts and Individual Giving Officer

Full-time position



Global **Minnesota**

Position Summary: Bring your fundraising expertise to expand major gifts and planned giving, and grow your leadership and strategy skills through this newly created Major Gifts and Individual Giving Officer role at Global Minnesota. Join our team and lead the major gifts and planned giving initiatives to generate increased support for advancing international understanding and engagement by identifying and managing a portfolio of current and potential individual donors and private foundations. Build a robust planned giving campaign and provide leadership for all individual giving, including membership, gala, and other fundraising initiatives, working closely with the Membership and Gala Coordinator, the Director of Operations, the President, and the Board of Directors to meet revenue goals and grow individual philanthropic support.

In this full-time role, lead all individual giving at Global Minnesota, with primary responsibility for securing individual major gifts and planned gifts through identifying, cultivating, soliciting, and stewarding individual prospects and current donors. Manage the full-time Membership and Gala Coordinator, working together to meet and grow annual giving by planning all aspects of annual membership and gala campaigns; working on strategies to evaluate and increase donor retention and stewardship; planning and implementing donor-focused events. Donor engagement is anticipated to be both in person and virtual.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to be celebrating 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently some staff work hybrid schedules and others work from home. For more information, visit our website at: www.globalminnesota.org.

Environment: Global Minnesota staff work in a fast-paced, dynamic 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.

Reports to: Director of Operations

Supervises: Membership and Gala Coordinator (full time)

Qualifications:

Required: Must be Minnesota-based and able to commute to Minneapolis office. Two years of experience in successfully soliciting major and planned gifts or five years transferable experience in annual giving, direct marketing, or sales. Goal oriented, self-directed, strategic planner. Excellent writing skills and effective communication in-person and via email, phone, and video are essential, as well as the ability to navigate the nuances of cultural differences. Ability and willingness to exercise professional courtesy and discretion at all times and maintain confidentiality, ensuring donors' privacy; demonstrated ability to set and meet goals and deadlines.

Demonstrated sound judgment in decision-making and problem-solving required. Strong interest in international topics and commitment to building international understanding. Ability to work independently and in a team setting. Attention to detail and willingness to be self-sufficient. Advanced knowledge of Google mail and Microsoft Word, Excel, and PowerPoint.

Preferred Additional Qualifications: Experience with membership and fundraising events, international experience, understanding of Global Minnesota programs, effective public speaking skills, experience with Raiser's Edge database.

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Position Details

Major Gifts and Planned Giving

- Design, develop, and lead the implementation of a newly invigorated major gifts and planned giving annual plan, engaging the President, Board of Directors, and staff to meet annual fundraising goals.
- Create and lead cultivation strategies for a portfolio of current and prospective major donors, with an emphasis on building relationships through program opportunities. Manage identification, cultivation, solicitation, and stewardship of a dynamic portfolio of 80 households through personalized correspondence, in-person visits, telephone/video calls, briefings for leadership engaged in fundraising, and other relationship building activities, and include organizational leadership when appropriate.
- Solicit gifts for unrestricted and membership, gala, and program support, planned giving and other priorities identified through strategic planning. When appropriate, prepare the President or Director of Operations to solicit gifts or participate in related meetings. Keep process moving toward timely closure.
- Advise donors on philanthropic giving plans including outright major gifts, gifts of stock, donor advised fund giving, bequests, beneficiary designations, life income gifts, and other popular charitable giving opportunities.
- Manage tracking for major and planned gifts; advise on all individual gift tracking. Manage donor pledges and collections efforts.

Leadership of Individual Giving

- Working closely with the Membership and Gala Coordinator and the Director of Operations, develop the annual membership and gala campaign planning, providing direction and oversight to meet the financial and engagement goals.
- In collaboration with Membership and Gala Coordinator, manage all donor dinners, receptions, galas, fundraisers, and other events from end-to-end, including Gala Underwriter Dinner and Ambassador Awards.

- Ensure donor benefit fulfillment on an annual basis. Ensure major gift fulfillment, including any final reports, etc.
- Review and manage use of donor names in publications, including annual report.
- Prepare communication and materials for donors, including letters, PowerPoints, emails, newsletters, benefit materials, various recognition gifts and language for use in weekly e-news, website, etc.
- Provide exceptional customer service to donors over the phone and email.
- Research and implement proven fundraising practices, fine-tuning fundraising strategies, processes, and policies.
- Collaborate with current program managers and other staff to increase donor participation and support across the organization.
- Recommend new fundraising arenas and candidates for all areas of giving.
- Serve as a leading member of the development team (this role, Membership and Gala Coordinator and the Corporate Development Officer form the Global Minnesota development team) assisting with other projects as needed, working collaboratively to ensure consistency in goals, objectives and execution.
- Serve as a backup to other development staff. Provide backup to other areas, if needed.
- Participate in staff meetings, programs, events, board functions, fundraisers, and more on a regular basis to ensure understanding and support for the organization. Assist with other duties as directed by supervisor.

Employment and Benefit Information: This position is a full-time, exempt employee working 40 hours/week. (If preferred by the candidate, there may be flexibility to work 80% or 90% time.) Initially, work can be done mainly at home, in-office, or hybrid. A more regular hybrid schedule is expected in spring 2022. Laptop, extra monitor, keyboard, etc. provided. Work would need to be done generally between 8:00 am and 6:00 pm, Monday-Friday, with early morning, later evening or weekend hours for programs/events/meetings. Car needed for travel to meetings with donors across the Twin Cities and occasionally across the state.

Salary is \$43,000 to \$63,000 based on relevant fundraising experience. Global Minnesota offers a full compensation package including salary, 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, optional pre-tax employee contribution to a retirement fund and optional pre-tax employee contribution to a Health Savings Account. Our team regularly has opportunities to learn from global and business leaders.

Confidential Application Process: Send a resume and cover letter/ letter of interest to Paula Fagbule Administrative Coordinator, at info@globalminnesota.org. Applications will be reviewed as received.