



Corporate Relations Officer

Position Summary: Utilize your experience in corporate development, international business strategy, sales or fundraising, plus your corporate network, and your knowledge and passion for global issues and current events 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 the leader of the organization's corporate membership program. Raising nearly 30% of all revenue, corporate membership successfully engages 45+ business partners in a slate of relevant programs and activities. In the year ahead, you will build relationships with current members, furthering engagement and finding opportunities to connect partners to grow support through our international 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 Global Minnesota leadership, you will develop the annual corporate membership plan to increase corporate support through three connected areas – valuable program content, a philanthropic commitment to increase Minnesota's global profile, and event/program sponsorship. In your role of implementation, you will create or connect to relevant program opportunities; 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 development committee, the president, the program team, and the development team.

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 over 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently, some staff work hybrid schedules and others work from home. We anticipate hybrid schedules in the future. For more information on the organization, 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 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 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 and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective.

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, corporate fundraising or corporate engagement 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; experience with international and government protocol; 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.

Position Details

- Develop and lead the implementation of the corporate membership plan, utilizing the President, Board of Directors, and staff to meet the annual fundraising goal;
- Design and implement a robust slate of corporate cultivation activities to build member engagement; activities will be a combination of programs and opportunities specifically created for a corporate audience, programs partnering with internal program staff (leveraging planned public events, international visiting professionals, visits by diplomats, etc;) and programs with external partners;
- Manage corporate renewal process, involving President and Board as appropriate;
- Actively identify corporate member prospects, build relationships, engage them in programs, solicit memberships; develop creative methods to acquire new donors and programming partners;
- Manage a regular schedule of corporate communications, messaging and any needed materials, working in partnership with the marketing staff;
- Serve as lead staff to the Board Corporate Development Committee;
- Seek appropriate corporate partners for mutually beneficial sponsorship opportunities;
- Manage corporate benefit fulfillment, evaluate benefits and update as needed;
- Guide foundation grant proposal process for corporate foundations, from research to submission; write grants and reports, communicate with foundation officers, manage deadlines, ensure proper hand-off of grant fulfillment information;
- 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; 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;
- Serve as Global Minnesota's lead contact to economic officers in the international diplomatic community and manage business programming and protocol related to visits by international dignitaries, including ambassadors, foreign ministers, consuls general, and heads of state.
- 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 8 AM and 6 PM Monday-Friday and additional 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, 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 \$50,000 to \$75,000 per year, based on years of related corporate and international 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. Applications will be reviewed as received.