

JOB TITLE: Major Gifts Officer

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

RATE OF PAY: Typical starting range \$71,344.00 - \$77,896.00 annually

STATUS & HOURS: Full-time, regular (approximately 2080 annual hours) position.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: The Minnesota Historical Society (MNHS) is looking for a dedicated Major Gifts Officer to foster strong relationships with our valued members and donors for our Donor Development Program. The Major Gifts Officer will work to encourage, support, and sustain philanthropic relationships with the Minnesota Historical Society while representing MNHS's mission, goals, and philosophies to the highest professional standards.

SUMMARY OF WORK: 1) Manage 120 to 150 prospects in the Society's Donor Development Program; 2) Provide ongoing stewardship for assigned donors; 3) Meet with assigned long-time MNHS members and donors.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience cultivating donors or major gifts.
- Six years of fundraising or sales experience in a moderately sized organization.
- Fundraising experience within a related non-profit environment.
- Demonstrated effectiveness working with donors.
- Strong interpersonal, verbal, and written communication skills.
- Ability to handle sensitive and problematic situations tactfully and successfully.
- Demonstrated ability to work as a member of a team while independently carrying out institutional objectives.
- Strong computer skills including Microsoft Office, Google, and development software.
- Willingness and ability to travel.
- Valid driver's license.

DESIRED QUALIFICATIONS:

- Extensive knowledge of federal and state laws and regulations related to fundraising.
- Knowledge of the current trends in fundraising activity.
- Outstanding ability to cultivate relationships and strong personal solicitation skills.
- Strong organizational skills and attention to detail.
- Experience developing effective work plans for attaining fundraising goals.

Should you have questions with the application process, email humanresources@mnhs.org.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.