

Advancement Associate

- Our preferred candidate will have a proven history of coordinating the needs of small, entrepreneurial, and mission-focused teams
- Office located in northeast Minneapolis, with co-defined hybrid workspace arrangements available
- Full Time, exempt, with co-defined flexible scheduling available
- Supervised by the Director of Strategic Advancement
Other staff include directors that oversee core programs, and other positions focused on program delivery and operations
- We work with our team to create a comfortable and accommodating work environment for people of all abilities and identities
- COVID-19 related public health requirements observed for internal collaboration
COVID-19 related public health recommendations observed for external collaboration
COVID-19 vaccination required
- Contract parking, secure bicycle storage, and public transit allowance available
- On-site fitness center available (paid for by GiveMN)
- Occasional Greater Minnesota and/or overnight travel requested (paid for by GiveMN)
- Professional development allowance available, separate from compensation
- Wireless connectivity allowance available, separate from compensation
- Generous Paid Time Off (PTO) available
- Philanthropic matching gifts, volunteer matching gifts, and volunteer time off available
- Medical, dental, vision, disability, and life insurance and health savings account available
- \$40,485 - \$51,850 starting annual salary range
Performance and benchmark compensation increases available annually
Traditional and Roth 401k available with employer Safe Harbor match and discretionary contributions

Why This Job Is Important

Powering every successful nonprofit is a dynamic vision, mission-motivated people, and development strategies that engage thoughtful and generous communities.

GiveMN provides sector-leading tools and services to advance the mission pursuit of Minnesota's nonprofit organizations. We're looking for a strategic colleague to help us execute this important work and support



relationships with the staff, vendor, and community partners that power our work—a strategic colleague to help us continue and grow our service to nonprofits.

As GiveMN's Advancement Associate, you'll play a central role in supporting some of the biggest opportunities for growing giving across our state.

How You Will Be Spending Your Time

- In an average week, you will likely spend your time writing and developing grant funding and sponsorships, supporting individual donor relationships, exploring avenues for growth and revenue, and meeting with and supporting other team members particularly on the Strategic Advancement team
- Building relationships with institutional partners to identify, evaluate, and secure funding opportunities that expand philanthropic support for GiveMN's general operations and focused program areas, whether that opportunity means simply submitting an established proposal or crafting a completely new approach tried for the first time
- Supporting the work of GiveMN's Director of Strategic Advancement and executive team with major donors
- Planning and executing meetings and small events that bring multiple partners together
- Working with various staff to secure exciting new opportunities where RaiseMN services sit at the heart of solutions
- Sometimes you'll be 100% focused on a single project, and at other times you'll be managing several projects at once
- Occasionally traveling to donor and governance meetings
- Collaborating with a small team of nonprofit fundraising and engagement professionals

What You Are Good At

- You're a conversation starter, excited to share opportunities and impact with our donor partners while learning about their priorities and pairing funding requests to their individual needs
- You're a writer, excited to find your GiveMN voice and communicate ideas through compelling language
- You're a synthesizer, able to put together the right information at the right time, think critically about it, and make important choices wisely
- You're an executer, able to efficiently focus on details and meet deadlines
- You're strategic, knowing how to prioritize what should be done, and why it needs to be done
- You're empathetic, listening first to seek 'why'
- You're creative, energized by creating something new
- You lead with yes, embracing possibility and affirming creativity
- You're an effective communicator, able to share ideas effectively
- You work well across multiple lines of difference, including race, gender, identity, disability, ideology, and religion
- You're a problem solver, having the ability to make the complex simple and help others understand your strategies
- You're resourceful, eager to innovate in environments with sometimes limited resources



What You Have Done

The best candidate for this position is someone who has progressive experience with:

- Fundraising from institutions and individuals for nonprofit organizations, schools, or civic causes
- Communicating philanthropic opportunities and requests in writing
- Managing projects, including tracking deadlines and accountabilities, across a small team
- Coordinating donor stewardship including impact metrics and financial reporting
- Supporting executive communication with donor partners
- Providing hospitality to donor partners at small events
- Working across multiple lines of difference, including race, gender, identity, disability, ideology, and religion
- It would be a plus if you had experience with:
 - Institutional funders focused on Minnesota

A Little More About You

The GiveMN team is small but mighty, working collaboratively and energetically to advance multiple priorities simultaneously. The best fit for GiveMN is someone who might describe themselves as:

- Passionate, hardworking, and self-motivated
- Easy going, always taking the mission more seriously than themselves
- Focused, thriving on deadline-driven work in a relaxed environment
- Flexible, comfortable navigating uncertainty and adapting to change
- Strategic, identifying and balancing short- and long-term risks and benefits
- Data savvy, able to interpret quantitative data to inform qualitative strategies
- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously improving
- Confident, yet humble; as comfortable inspiring others and leading a team as you are presenting to large audiences and influential leaders
- Curious, never satisfied until you have explored numerous possibilities and perspectives

Applying For This Job

To apply for this job, submit a digital file of your resume and an introductory letter to Naomi Sadighi, Deputy Executive Director of Operational Sustainability at jobs@givemn.org.

GiveMN is actively looking for people with a broad background of lived experiences and identities. We are committed to hiring a staff that is representative of the communities we serve. If you believe you would succeed in



this role and are not necessarily reflected in the description above, we encourage you to apply whatever your background, identities, lived experiences, or geography!

You may also email questions to jobs@givemn.org if necessary.

About GiveMN

GiveMN is an independent nonprofit organization working to ignite generosity and grow giving through GiveMN.org, Minnesota's giving marketplace, and RaiseMN, a fundraising coaching and training initiative.

Since 2009, more than 700,000 donors have made gifts with ease and enthusiasm through GiveMN.org to make a difference for causes in their communities. Through this online marketplace for generosity, and giving events like the annual Give to the Max celebration, GiveMN has helped to generate more than \$330 million for nearly 14,000 nonprofits.

RaiseMN serves Minnesota nonprofits through individualized coaching and programs to transform nonprofit fundraising. Focusing on small- to medium-sized organizations, RaiseMN builds more healthy and sustainable fundraising practices so nonprofits can continue to pursue and expand their mission in their communities.

Launched in 2009 by Minnesota Community Foundation, GiveMN is supported by many generous foundation and corporate partners, contributions from individual donors, and revenue from its programs.

Equal Opportunity Employer

GiveMN values experience and success in working across multiple lines of difference and strongly encourages candidates of all identities and experiences to apply for this position.

GiveMN is an equal opportunity employer.

