

Administrative Associate, Community Impact

- Our preferred candidate will have a proven history of supporting the administrative and operational needs of mission-focused, human-first 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 Deputy Executive Director, Community Impact
Other staff include the Executive Director; the Deputy Executive Director, Operational Sustainability; directors that oversee core programs; and other positions focused on mission delivery and operations
- 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. 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-\$49,847 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 fundraising strategies that engage generous communities. GiveMN provides sector-leading tools and services to advance the mission



pursuit of Minnesota's nonprofit organizations including through RaiseMN, where the Community Impact team coaches nonprofits clients on building lasting fundraising strategy and infrastructure.

We're actively looking for a strategic colleague to help us execute this work and build relationships with nonprofit and school partners looking to grow their fundraising confidence, knowledge, and outcomes. As the GiveMN Community Impact Administrative 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 approximately 25 hours supporting RaiseMN clients, coaches, and program administration; 5 hours supporting community listening efforts; 5 hours supporting the deputy executive director, community impact; and 5 hours staffing internal operations and meetings

- Implementing administrative systems to ensure an effective and efficient community impact effort
- Identifying and gathering relevant program/client data and producing reports for program evaluation
- Assisting with special projects, community outreach, and recordkeeping
- Sometimes you'll be 100% focused on a single project, and at other times you'll be supporting several team members and projects at once

About You

The GiveMN team is small but mighty, working collaboratively and energetically to advance multiple priorities simultaneously.

- You're strategic, knowing how to prioritize what should be done, and why it needs to be done
- You're an executer, able to efficiently focus on details and meet deadlines
- You're empathetic, listening first to seek 'why'
- You're creative, energized by creating something new
- You're an effective communicator, able to share ideas effectively
- You lead with yes, embracing possibility and affirming creativity
- You work well across multiple lines of difference, including race, gender, identity, ability, 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

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

- Composing, editing, and disseminating reports, memos, and other senior level correspondence
- Preparing and sharing data in tools like Microsoft Excel and / or Mural
- Managing information in customer relationship management (CRM) systems like Hubspot
- Coordinating external communications and meetings with tools like Zendesk, Google Calendar, and Zoom
- It would be a plus if you had experience with:
Time-limited, digital-first fundraising



Small- and medium-sized organizations

Organizations led by or serving BIPOC and/or LGBTQIA2S+ communities

Greater Minnesota communities

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
- Curious, satisfied only after they have explored numerous possibilities and perspectives
- Flexible, comfortable navigating uncertainty and adapting to change
- Data savvy, able to interpret quantitative data to inform qualitative strategies
- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously improving
- Accountable, thriving on shared outcome-driven work in a collaborative environment
- Values-driven, able to balance personal points of view with the priorities of the organization

Applying For This Job

To apply for this job, submit a digital file of your resume and an introductory letter to Jenna Ray, Deputy Executive Director of Community Impact 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.

