

Business Development 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 Business Development
Other staff include the Executive Director, Deputy Executive Directors, Directors that oversee core programs, and other positions focused on program 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
- \$44,552 - \$46,837 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 build relationships with the donor and



community partners that power our work—a strategic colleague to help us continue and grow our service to nonprofits.

As the GiveMN business development 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 a typical week, you will likely spend 20 hours connecting with prospective clients, exploring new partnership opportunities, scheduling, and conducting introductory calls and informational sessions; 15 hours supporting internal operations including client billing and data management; and 5 hours planning and executing learning events for client partners and meeting with and supporting other team members. This may look like:
 - Working with the GiveMN team to create, deliver, and evaluate solutions that respond to the needs of the Minnesota nonprofit sector, whether that solution is simply applying an available resource or crafting a completely new concept tried for the first time.
 - Supporting the work of GiveMN's Deputy Executive Director for Operational Sustainability, Director of Business Development, and the fundraising coaching team in building relationships with potential community partners.
 - Building the capacity of GiveMN/RaiseMN to develop connections that expand our reach and provide exciting opportunities to increase our impact and better support our partners
 - Sometimes you'll be 100% focused on a single project, and at other times you'll be coordinating several team members and projects at once
 - Occasionally traveling to support program delivery and client development
 - Collaborating with and supporting a growing team of nonprofit fundraising and engagement professionals
 - Partnering with GiveMN's operations team to design and implement new processes

About You

The GiveMN team is a close knit team, working collaboratively and energetically to advance multiple priorities simultaneously.

- You're a conversation starter, excited to share opportunities with prospective client partners while learning about their priorities and pairing GiveMN's work with their unique needs
- You're strategic, knowing how to prioritize what should be done, and why it needs to be done
- 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 organize tasks, 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, 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 constrained resources

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

- Supporting relationship development and communication with client partners
- Supporting sales pipeline communication with prospective client partners
- Managing projects, including tracking deadlines and accountabilities, with project management tools like Asana
- Providing support to an outcomes-oriented team sometimes as a leader, sometimes as a helper
- Using and managing data in partner relationship management (CRM) and other tracking systems
- Coordinating external communications and 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 nonprofit organizations, schools, or civic causes

You may describe yourself as:

- Passionate, hardworking, and self-motivated
- 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 as you are communicating 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 for Operational Sustainability, to 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.

