

JOB TITLE:	#1155 Senior Program Manager, Corporate & Foundation Relations
OPEN TO:	This job is open to all applicants
LOCATION:	History Center
SALARY:	Salary is commensurate with experience
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	DP-4 Development - Professional
HIRING MANAGER:	Chief Development Officer
POSTING DATE:	September 17, 2014
DEADLINE DATE:	Application materials must be received by October 15, 2014.
SUPPLEMENTAL FORMS:	Not required for this position

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Senior Program Manager, Corporate and Foundation Relations to create, manage and steward the Society's relationships with corporations and foundations, leading to increased support for general operations, sponsorships, and special projects. The position is accountable for overseeing production and distribution of all proposals and acknowledgement materials to corporations and foundations as well as sponsorship fulfillment and reporting, performed by direct reports.

RESPONSIBILITIES: 1) Manage the Corporate and Foundation fundraising program to meet the Society's revenue goals; 2) Build, develop, and manage the corporate sponsorship program; 3) Manage the Society's corporate and foundation relations team; and 4) Serve as a member of the Development Department's leadership team.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus eight years of successful corporate relations, fundraising or sponsorship work in a related non-profit environment or equivalent OR an advanced degree plus six years of experience or equivalent in a related field.
- Strong analytical and problem solving skills.
- Strong interpersonal, verbal, and written communication skills.
- Experience supervising other corporate and foundation relations or sponsorship staff
- Demonstrated effectiveness working with computer office systems (Office products, Google), development software preferred.

DESIRABLE QUALIFICATIONS:

- Experience raising major grants (\$100,000+) or sponsorships from corporations or foundations in Minnesota.
- Knowledge of current trends in fund-raising activity and the development field, particularly in reference to corporate and foundation relations and sponsorship.
- Demonstrated ability to work as a member of a team while independently carrying out institutional objectives.
- Strong organizational skills and attention to detail.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged

- No phone calls please -