

JOB TITLE:	#1173 Sponsorship Specialist
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,308.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Senior Program Manager, Corporate & Foundation Relations
POSTING DATE:	January 5, 2015
DEADLINE DATE:	Application materials must be received by January 27, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Sponsorship Specialist to support the solicitation and fulfillment of corporate and foundation donations and sponsorships to benefit the Minnesota Historical Society.

RESPONSIBILITIES INCLUDE: 1) implement MNHS' sponsorship program, including Premier Partner and other potential sponsors; 2) support the Corporate and Foundation giving program; 3) track activity in Raiser's Edge; and 4) arrange for sponsor and corporate foundation donor meetings with MNHS staff, including the Senior Program Manager, Corporate & Foundation Relations and Corporate/Foundation Major Gifts Officer.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus three years experience in marketing, sales, fund development or similar field or equivalent OR an advanced degree plus two years experience in marketing, sales, fund development or similar field or equivalent.
- Strong interpersonal skills.
- Superior oral and written communication skills.
- Ability to work in a fast paced environment with multiple projects and deadlines.
- Demonstrated ability to work as a member of a team while independently carrying out institutional objectives.
- Strong computer skills.

DESIRABLE QUALIFICATIONS:

- Prior experience in a development office or in corporate and foundation relations.
- Previous experience using Raisers Edge or other development or CRM software.

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.

Applications will be acknowledged

- No phone calls please -

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