

JOB TITLE:	#1302 Annual Giving Officer II
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St Paul, MN 55102-1906
SALARY:	\$4,448.00 monthly minimum.
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	DP2 Development-Professional
HIRING MANAGER:	Senior Program Manager, Development Operations & Annual Giving
POSTING DATE:	June 24, 2016
DEADLINE DATE:	Application materials must be received by July 8, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Annual Giving Officer II to support the Society's efforts to grow and retain Annual Giving donors and North Star Circle members by employing both Direct Marketing and Gift Officer techniques and methodologies.

SUMMARY OF WORK: 1) work to achieve Annual Giving program General Operating revenue goals for Community Gifts donors plus Contributing, Sustaining, and North Star Circle members through Direct Marketing methods and processes; 2) work to achieve General Operating revenue goals for Contributing, Sustaining, and North Star Circle members through Gift Officer activity and methods; 3) provide first-point-of-contact service for North Star Circle members and prospective members; 4) Lead Behind-the-Scenes Tours of MNHS Collections; 5) represent Annual Giving and North Star Circle programs at Development events.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus five years program experience in a related field or equivalent OR an advanced degree plus three years program experience in a related field or equivalent.
- At least two years of successful annual giving solicitation and fundraising work in a related non-profit environment.
- Strong analytical and problem solving skills.
- Strong interpersonal, verbal, and written communication skills.
- Demonstrated effectiveness working with development CRM software, preferably Tessitura.

DESIRABLE QUALIFICATIONS:

- Experience managing multiple deadlines
- Knowledge of current trends in fund-raising activity and the development field.
- Demonstrated ability to work as a member of a team while independently carrying out institutional objectives.
- Excellent organizational skills and attention to detail.
- Experience supervising other development staff.

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 -