

Position Description

Position Title: Partner (Donor) Relations Officer
Department: Philanthropic Services
Reports To: Associate Vice President of Philanthropic Services
Date of Latest Revision: December 2015

Minnesota Philanthropy Partners are The Saint Paul Foundation, Minnesota Community Foundation, F.R. Bigelow Foundation, Mardag Foundation and more than 2,000 charitable organizations and donor funds. Together we provide charitable and financial expertise, connections and services to help all people and communities in Minnesota thrive.

Position Mission Statement:

The philanthropic services team is the driving force behind growing and supporting our network of Minnesota philanthropists. Made up of experts from a variety of sectors, this energetic team works with individuals, organizations and financial and legal advisors to help them make a difference in Minnesota communities. The team provides a range of services – from estate planning support to the latest online tools for managing and tracking individual giving – and access to resources that help others be effective in their giving.

The partner relations officer will increase charitable capital for the Foundations and community by building strong relationships with donors and fund holders, encouraging and supporting their charitable interests and connecting them to partnership opportunities with the Foundations as well as giving opportunities in the community.

This position is responsible for:

- advancing individual donor relationships that result in enhanced engagement and philanthropic contributions, including planned gifts.
- developing customized engagement plans for a portfolio of donors.
- integrating planned giving into donor engagement plans as a critical component of overall strategic fundraising plan.
- collaborating with others in philanthropic services department and other foundation teams to develop and deliver an integrated donor relations plan designed to provide a premier donor experience with goal being all donor advised fund holders have support and tools necessary to be effective philanthropists.
- working with associate vice president to prioritize donor relationships on basis of engageability, fund size, giving potential, ability to connect to Foundation with prospective donors.
- coordinating efforts to inform and engage donors through events, communications, and donor networking opportunities to increase their knowledge about charitable giving options and expose them to community needs and initiatives.
- facilitating introductions and relationships between donors and executive leadership, community impact staff, other key Foundation staff, thought leaders in the community and/or community agencies that are recipients of Foundation grants.
- integrating new and emerging technology to enhance donor experience.
- demonstrating core organizational values in performing all duties.

Position requirements include:

- bachelor's degree and at least 5 years demonstrated successful experience in relationship management, development, donor/partner relations, philanthropy or related field. Experience with or working knowledge of planned giving tools (wills, trusts, estate plans, etc.) a plus. CFRE preferred.
- knowledge of nonprofits in the community and ability to research and connect their mission to donor interests.
- demonstrated ability to work in dynamic environments that require effective flexibility to manage and balance multiple prioritizes.
- ability to effectively listen, counsel and engage others for broader impact in the community.
- confidence and competence in learning and using existing and new technologies.
- demonstrated ability to effectively and proactively interact, communicate, and collaborate on multidisciplinary teams and with people from cultural backgrounds other than your own.

The work of our organization changes as we continuously seek to have greater impact. All of our team members must be flexible and able to adapt to short and long-term shifts in their job duties.

Typical physical requirements for this position include:

- ability to work at computer workstation in an ergonomically correct environment.
- ability to travel for business activities such as meetings, trainings, and workshops in and out of the area.

Classification: Exempt

VALUES

How we do our work is as important as what we do

Lead with RESPECT

Act with INTEGRITY

Advance EQUITY

Embrace COLLABORATION

Strive for EXCELLENCE

Spark INNOVATION