



The Minnesota Literacy Council is seeking an individual for part-time, benefits eligible **Gift Officer**. This position serves as the lead for the literacy council's major giving program, managing personal relationships with a portfolio of about 50 donors and prospects, as well as supporting the portfolios of the leadership team. The Gift Officer also oversees the planned giving program. This position is 20 hours per week and located at our main administrative office on Raymond Avenue in St. Paul, MN.

Specific responsibilities for the Gift Officer include, but are not limited to:

- Serves as the lead for the major giving program for Minnesota Literacy Council, including managing donor prospect tracking, reporting results and coordinating with colleagues at the organization.
- Manages personal relationships with approximately 50 donors and prospects, and monitors the prospect contacts (of other staff) to ensure positive and purposeful prospect and donor relations.
- Responsible for soliciting gifts of \$1,000 and higher from individuals with a focus on major donors of \$5,000+. Participates in all aspects of the gift cycle: initiates contacts with potential leadership and major gift donors; develops appropriate cultivation strategies, including working with volunteers; moves potential donors in an appropriate and timely fashion toward solicitation and closure; makes solicitations when appropriate; maintains stewardship contacts with donors; and adheres to the highest ethical standards and convey sensitivity to needs of the donors.
- Assists with soliciting sponsorship support for events and programs from corporations and foundations.
- Recommends and assists, as-needed, with cultivation activities and meetings for the other members of the development team (including tours, lunches, dinners and other meetings).
- Conducts prospect research on current and prospective donors, qualifying candidates for appropriate approaches and solicitations.
- Provides counsel, strategy and talking points to Executive Director, board members and other fundraising staff and volunteers as needed to engage donors to support organizational priorities.
- Works collaboratively with other staff and volunteers to cultivate and solicit donors by crafting mail letters, proposals, solicitation presentations and other materials as needed.
- Oversees structure of planned giving program and supports these efforts by conducting planned giving meetings when appropriate with assigned donor prospects.
- Attends departmental and staff meetings. Other duties as assigned.

Qualifications for this position include:

- Bachelor's degree required, Master's degree preferred.
- Three to five years of successful experience in major or planned gift fundraising; must be a highly energetic professional with a track record of building donor relationships and closing gifts.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have outstanding interpersonal and writing skills and a demonstrated record of completing assignments.
- Ability and willingness to drive and travel for meetings.
- Ability to work independently and meet deadlines.
- Excellent computer skills, including strong Excel skills, MS Office and internet proficiency.
- Experience with or interest in literacy and/or social causes.

To apply, please email cover letter and resume with **Gift Officer** in the subject line to hr@mnliteracy.org by **Friday, July 7**. *The Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity and inclusion statement here: <https://mnliteracy.org/about/diversity-inclusion>*