



MINNESOTA  
MUSEUM of  
AMERICAN ART

## Position Announcement: Development Manager

The Minnesota Museum of American Art (the M) is a St. Paul-based museum with a small, dedicated staff and a big mission: *to explore American identities and experiences through art and creativity*. A primarily visual arts museum, the M's exhibitions and programs are co-curated with M staff in collaboration with diverse partners, focusing on lived experiences and creativity of the many artists, cultures, and communities that have been historically, and continue to be, underrepresented by American museums. This model has developed organically and has fostered strong multi-year partnerships that benefit both the museum and its partners, as well as the people they serve.

Goals that have united civic, philanthropic, and artistic leaders and the community in support of the M include:

1. Preserving and engaging the public with the M's unique collection, which includes more than 5,000 artworks showcasing the diverse voices of American artists past and present with a focus on Minnesota artists;
2. Creating a new collaborative programming model suited to our times; and
3. Revitalizing downtown St. Paul by connecting the Rice Park/RiverCentre area to the Lowertown/Mears Park area

Over the past decade, the M and our partners have been on a journey that has:

1. Revived a largely dormant 130-year-old organization and adopted its mission to the contemporary needs of our communities;
2. Raised more than \$30 million in private and public investment;
3. Completed Phase 1 construction on our new home in the historic Pioneer Endicott building; and
4. Offered a series of innovative programs that showcase the M's essential value as a major cultural anchor for St. Paul and the region.

The M is now moving rapidly toward completing construction on a second and final phase, which will open in September 2024.

For more background on the organization, please see our [website](#) and [Community Report](#).

## Position Summary

The M seeks an organized, detail-oriented person for the position of Development Manager.

The Development Manager will support the M's fundraising and engagement efforts by managing donor data, providing grant prospecting and reporting support, being a liaison with the board and donors, providing support for the annual fund campaigns, and providing fundraising event support. This position is responsible for donation

processing, donor and member communications, and helps the overall work of the department as a vital member of the larger M team.

The ideal candidate for this job is interested in a career in development or fundraising and will have 2-5 years of experience working in a development or fundraising capacity for a non-profit organization.

The salary range for this position is \$55,000–\$65,000 annually, dependent on experience.

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## **Key Responsibilities**

### ***Individual Fundraising and Engagement responsibilities***

- Be a primary user of Salesforce, the M's development and fundraising CRM (customer relationship management) software.
- Manage all donor records in Salesforce. Administer and maintain accurate data entry and information in the fundraising database. Create and pull mailing lists.
- Process and properly acknowledge all gifts, contributions, and pledges. Track membership donations, as well.
- Update fundraising dashboard and other fundraising tracking tools.
- Conduct monthly reconciliations between development and accounting records.
- Coordinate aspects of fundraising campaigns; help craft the case for support, pull donor lists, and coordinate printing and mailing of letters.
- Support the annual fund efforts, including solicitation of fiscal year-end and calendar year-end gifts, via direct mail and email solicitations.
- Coordinate and develop a strategy for the M's involvement in Give to the Max Day. Update the M's GTTM website presence. This event usually takes place in November.
- Implement other strategies for individual fundraising as directed.

### ***Fundraising Events***

- Under the leadership of the Marketing and Communications Director, manage and/or support planning and logistics for development fundraising and stewardship events, including board meetings, development committee meetings, and prospect meetings. Tasks may include generating invitation mailings, designing promotional materials with the Communications Team, tracking RSVPs, ordering catering, greeting guests, leading technical support for virtual and in-person events, and other logistics as directed.
- Coordinate board, board committees, and one-on-one donor meetings as needed, including scheduling, preparing materials, sending meeting reminders, ordering catering, and tracking attendance.

### ***Grant Coordination***

- Work with the Grants Team, to create annual grants calendar, oversee grant contracts, and ensure deadlines are met.
- Support grant proposals and reports by participating as a Grants Team member, helping to draft content, and helping coordinate programmatic contributions from other staff members.
- Handle online submission of grant proposals and reports.
- Support the Executive Director in drafting and submitting reports for grants.

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### **Skills, Qualities, and Characteristics of Ideal Candidate**

#### **Required:**

- At least 2-5 years of experience working in a development or fundraising capacity for a nonprofit organization.
- Strong organizational skills, keen attention to details, the ability to prioritize tasks and meet deadlines, and the ability to accomplish tasks with a high degree of autonomy.
- High level of comfort with Microsoft Office suite and other basic office technology.
- Experience organizing virtual and live events.
- Previous experience working with donor databases and data entry.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and flexibly with a small staff, board of directors, and work effectively as part of a team.

#### **Preferred:**

- Salesforce database experience or other donor database experience.
- Experience with event and project management platforms (Zoom, Basecamp, Teams, or similar), and experience providing technical support for those platforms.
- Interest in advancing skills as a development professional.
- Experience working in a nonprofit art or cultural institution a plus.

#### **Location**

This position is St Paul-based. Presently, due to construction, the M is a hybrid work environment, but some in-office hours, as well as occasional nights or weekends for events, will be necessary for this position.

#### **Applications**

Send your resume and cover letter to [info@mmaa.org](mailto:info@mmaa.org) by **Monday, April 22, 2024**.