



Title: Director of Major Gifts
Reports To: Chief Operating Officer
Salary Range: \$110K+ depending on qualifications

Friends of the Hennepin County Library seeks an experienced and enthusiastic fundraiser to manage and grow our major gift and planned giving program. Reporting to the COO and working closely with the CEO, the Director of Major Gifts will build and lead a team that is responsible for securing significant philanthropic commitments from current and prospective major and planned giving donors. This position will also oversee a personal portfolio of 100-125 donors with an emphasis on gifts and multi-year pledges in the five-, six- and seven- figure range. The ideal candidate is a proven fundraising leader and team player adept at nurturing long-term relationships that inspire action.

Program Management

- Direct FHCL's major and planned giving efforts with program oversight including the Library Leadership Circle (\$1K+), major gifts (\$10K+), and the Library Legacy Circle (planned giving.)
- Build a team of relationship-focused fundraisers (first new FTE starting Q4 2023) with management responsibilities including recruitment, training, monitoring performance, and providing regular feedback for all team members.
- Work with FHCL and library staff to secure appropriate project information such as budgets and impact stories to create custom communications and proposals that will be used to solicit and steward donors.

Major Giving

- Conduct regular discovery meetings and maintain a portfolio of 100-125 individuals qualified from a larger group of donors and key prospects. (NOTE: The size of the portfolio will decrease overtime as program and management responsibilities increase.)
- Develop and continually refine personal contact and ask plan for each portfolio donor (including target ask amounts and timing goals) that considers the individual donor's passions, interests, motivations, giving patterns and ask preferences. Faithfully, and on a timely basis. execute that plan so that individuals in the portfolio are retained and upgraded.
- Support COO and CEO in working with their donor portfolios. Regularly coordinate with Development Manager to ensure continuity between membership and major gift programs.

Planned Giving

- Grow FHCL's planned giving program (Library Legacy Circle) working the COO on developing messages, materials and outreach strategies to promote the advantages of legacy giving.
- Ensure effective and timely follow-up for all those requesting planned giving materials or indicating they have included FHCL in their plans. Work to secure Declaration of Intent forms and substantiate estimated future gift value.
- Provide meaningful stewardship for donors who have already announced a planned giving intent to FHCL.

Friends of the Hennepin County Library is committed to the sustained, vital work of bringing forth a culture of inclusion, diversity, equity, and accessibility across all levels of the organization. Our policy is to provide equal employment opportunity to all people. Applicants with diverse backgrounds and lived experiences are encouraged to apply.

Qualifications

- Bachelor’s degree with at least 8 years of progressively responsible experience in fundraising and development administration
- Demonstrated expertise in donor discovery and qualification efforts, developing effective solicitation strategies, planned giving (bequests, trusts, gift annuities, etc.), and stewarding donors throughout the giving lifecycle
- Previous supervisory experience managing a team
- Proven background in event management and volunteer engagement
- Experience with a CRM/development database (Salesforce preferred)
- Proficient with Microsoft Office (Word, Excel, and Power Point)
- Ability to work collaboratively in a team environment and perform independently
- A commitment to libraries and the people they serve

To Apply

Send cover letter, salary requirements and resume to Linda Merritt, Finance & HR Director via

lmerritt@hclib.org or via postal mail at:

Friends of the Hennepin County Library

300 Nicollet Mall

Minneapolis, MN 55401