



Friends
of the HENNEPIN COUNTY LIBRARY

Title: Leadership Giving Officer
Reports To: Chief Development Officer
Salary Range: \$85,000-95,000 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 CDO and working closely with the CEO, the Leadership Giving Officer is responsible for securing significant philanthropic commitments from current and prospective major and planned giving donors. This position will have a personal portfolio of 100+ households with an emphasis on gifts and multi-year pledges in the five-, six- and seven- figure range. The ideal candidate is a proven relationship builder and team player adept at fostering long-term connections that inspire action.

Program Management

- Direct FHCL's major and planned giving efforts with program oversight of the Library Leadership Circle (\$1K+), major gifts (\$10K+), and the Library Legacy Circle (planned giving.)
- Work with FHCL and library staff to secure project information such as budgets and impact stories to create custom communications and proposals for donor solicitation and stewardship.

Major Giving

- Conduct regular discovery meetings and maintain a portfolio of 100+ qualified individuals/households from a larger group of supporters and key prospects.
- Develop and continually refine personal plans for each portfolio member (including target ask amounts and timing goals) that consider their passions, interests, motivations, giving patterns, and solicitation preferences. Implement plans on schedule to ensure donors are consistently retained and upgraded.
- Support CDO and CEO in working with their 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) by working with the CDO on messages, materials, and outreach strategies to promote legacy giving.
- Ensure effective and timely follow-up for all those requesting planned giving materials or indicating they have included FHCL in their plans. Secure Declaration of Intent forms and substantiate estimated future gift value.
- Provide meaningful stewardship for donors who have included FHCL in their estate plans.

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 and at least 6 years of progressive responsibility in mission-driven nonprofit fundraising/development preferred.

- Demonstrated success in donor relationship building including strategic discovery and qualification, meaningful cultivation, effective solicitation, and thoughtful stewardship.
- Planned giving expertise preferred.
- Experience using a CRM/development database and moves management system (Salesforce preferred).
- Portfolio management and prospect research skills preferred.
- Proficiency with Microsoft Office (Word, Excel, and Power Point).
- Ability to work collaboratively in a team environment and perform independently. FHCL is a hybrid working environment.
- 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
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