



**Title:** Associate Director of Giving  
**Reports To:** Chief Development Officer  
**Salary Range:** \$72,000 - \$80,000 depending on qualifications

Friends of the Hennepin County Library (FHCL) seeks a seasoned and enthusiastic fundraiser to manage and grow our mid-level and institutional giving programs. Reporting to the CDO and working closely with the CEO and the Director of Leadership Giving, the Associate Director of Giving is responsible for researching, identifying, and securing philanthropic commitments from current and prospective individual donors and grant-making institutions. This position plays a key role in strengthening FHCL's funding support for Hennepin County Library's 41 locations through prospect research, program management, and one-on-one fundraising. The ideal candidate is a proven project manager and relationship builder adept at fostering long-term connections that inspire action.

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#### **Institutional Giving Management (40%)**

- Oversee annual grants calendar, continually updating and refining throughout the year based on outcomes and new opportunities.
- Conduct ongoing prospect research to identify new funding sources, with a particular focus on family foundations.
- Identify process improvements to enhance the efficiency and effectiveness of grant submission and management workflows.
- Stay informed about industry trends and fundraising best practices.

#### **Mid-Level Giving Portfolio (40%)**

- Conduct regular discovery meetings and maintain portfolio of 50+ qualified individuals and households identified from a larger group of Library Leadership Circle (LLC) supporters and key prospects, with an initial focus on donors giving \$1,000 - \$2,500 annually.
- Develop and continually refine personalized 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.
- Create and manage a comprehensive first-year LLC stewardship plan that includes prospect research, personal event invitations and follow-up, and in-person meetings. Take an iterative approach and continue refining based on results, working towards increased engagement and retention.
- As the opportunity arises, identify planned giving prospects and be prepared to speak about the Legacy Circle.

### **Library Leadership Circle Administration (20%)**

- Help grow the Leadership Circle through prospect research and identification.
- Monitor progress, working with Development Operations Manager to adjust or build reports that support effective tracking and evaluation.
- Regularly coordinate with Membership Manager to ensure continuity between membership and LLC programs, including collaborating on cultivation events and tours.
- Support Leadership Giving Director, CDO, and CEO in building, researching, and stewarding their individual portfolios as needed.
- In collaboration with the Director of Leadership Giving, develop and update Library Leadership Circle fundraising collateral annually.
- Occasionally assist Director of Leadership Giving with planned giving outreach.

### **Qualifications**

- Bachelor's degree preferred.
- At least 5 years of progressively responsible experience in mission-driven nonprofit fundraising/development.
- Exceptional attention to detail and strong verbal and written communication skills.
- Demonstrated success in building donor relationships, including discovery, cultivation, solicitation, and stewardship.
- Strong project and time management skills, with ability to manage competing deadlines.
- Experience with CRM/development databases (Salesforce preferred) and project management software (such as Asana)
- Comfort with data analysis and reporting.
- Prospect research experience with both individual and institutional (corporate, foundation, and government) funding sources preferred.
- Portfolio management and planned giving experience preferred.
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint).
- Ability to work both independently and collaboratively within a team environment. FHCL operates in a hybrid working environment.
- A commitment to libraries and the communities they serve.

### **To Apply**

Send cover letter and resume to Finance & HR Director Linda Merritt via email to [lkerritt@hclib.org](mailto:lkerritt@hclib.org) or mail to Friends of the Hennepin County Library; 300 Nicollet Mall, Suite N-290; Minneapolis, MN 55401.

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