



FRIENDS
of the **HENNEPIN**
COUNTY LIBRARY

External Title:
Reports To:

Donor Relations Officer
Senior Director

Friends of the Hennepin County Library (FHCL) seeks a skilled Donor Relations Officer to launch and grow our major gift fundraising and planned giving program. Reporting to the Senior Director and working closely with the Executive Director, this new position will be responsible for identifying and cultivating relationships with prospective major and planned giving donors.

The Donor Relations Officer will work to qualify a portfolio of 125 donors for outright gifts and multi-year pledges in the five-, six- and seven- figure range. This involves prospect research and developing effective solicitation strategies as well as stewarding donors throughout the giving lifecycle. The candidate will also oversee the Gratia Legacy Circle effectively cultivating and stewarding new and established planned giving donors. The ideal candidate is someone who is passionate about libraries, nurturing long-term relationships and inspiring action in charitably-minded community leaders.

Major Giving (80%)

Identification, Discovery and Qualification

- Manage a portfolio of 125 prospective major gift donors qualified from a larger group of donors and prospects. Maintain portfolio size as donors move in and out of group based on qualifications.
- Conduct prospect research as needed to better understand donor qualifications and capacity.

Cultivation, Solicitation and Stewardship

- Develop and continually refine plan for each donor including target ask amounts and timing goals. Faithfully execute that plan so that individuals within portfolio are retained and upgraded.
- Work with FHCL and library staff to secure compelling stories and appropriate project information to create proposals and reports to solicit and steward gifts.

Program Management

- Support Senior Director and Executive Director in working with their donor portfolios. Coordinate with Membership Manager to ensure continuity between membership and major gift programs.
- Establish effective systems to track activity in donor database. Create and maintain monthly reports that accurately reflect portfolio activity and performance.

Planned Giving (20%)

- Ensure effective and timely follow-up for those requesting planned giving materials or indicating they have included FHCL in their plans.
- Provide meaningful stewardship of donors who have already made a planned giving commitment.

Qualifications

- Bachelor's degree required
- 3-5+ years of quantifiable success in major/planned giving fundraising and meeting individual and organizational goals
- Thorough background in fundraising best practices, planned giving instruments, and managing donor and solicitation records
- Excellent written/oral communication and project/time management skills
- A passion for libraries and building authentic, donor-centric relationships
- Ability to work collaboratively in a team environment and perform independently
- A commitment to Diversity, Equity, Inclusion and Accessibility and Friends of the Hennepin County Library core values

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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