

James J. Hill Center
Development Manager/Fundraising

The James J. Hill Center is a nonprofit business reference library located at 80 West 4th Street in downtown St. Paul. We are dedicated to continuing the legacy of one of America's finest entrepreneurs by creating a gathering place where ideas are shared and dreams are started. We connect business, entrepreneurs and community to research, knowledge and network and contribute to the economic value and growth of our community.

The Hill serves as a trusted resource for starts ups, small businesses and entrepreneurs who need relevant and current information to grow their businesses. We offer individualized services at each stage of business development: exploration, launch, growth, management, and maturation. In addition, we partner with other cultural organizations to host concerts, theater, book readings, lectures, and more.

The Development Manager is an entrepreneurial, results-driven fundraising professional, with the ability to refine and grow a development program to meet the organization's evolving needs for philanthropic support. The Manager is responsible for developing and executing a broad-based development strategy to secure and increase financial support through individual major gifts, corporate, foundation and government grants, and sponsorships. Additionally, the Manager is responsible for the execution of all fundraising activities including identification and qualification of all prospects, matching donor interests to James J. Hill Center's goals, developing and implementing cultivation strategies and most importantly, the solicitation of gifts and corresponding stewardship strategies. The Development Manager works closely with the Executive Director to build and maintain a robust development program to support James J. Hill Center's operations and long-range goals.

Job Objective: The objective of this position is to achieve revenue goals as set by the Executive Director through appropriate fundraising strategies and activities.

Responsibilities

- Lead fundraising by personally prospecting, cultivating, and soliciting a portfolio of donors and top prospects.
- Refine, implement, and grow a strategic development program that effectively supports our strategic and operational short and long-term revenue goals.
- Develop and implement comprehensive fundraising campaigns, including major gifts, annual appeals, corporate sponsorships, and capital projects.
- Develop and execute a comprehensive long-range funding plan to align with our strategic plan, and maximize contributed revenue potential.
- Create partnerships with business and organizations to secure resources and meet mutually beneficial goals.
- Participate in the budgeting process to determine annual and restricted project goals.
- Manage individual, corporate, foundation, government grants, and sponsorships.
- Utilize Executive Director and Board to secure funding through major donors.

Experience

- Minimum B.A./B.S.
- Three - Five years in a manager level development position in a non-profit organization.
- Proven track record in soliciting and securing major gifts from individuals, corporations, foundations and government.
- Motivated self-starter with the ability to function effectively, with minimal direction.
- Capability to balance competing priorities and complex situations,
- Excellent work ethic, with a results oriented style.
- Solid project management and process skills.
- Excellent written, verbal, and interpersonal communication skills.

Personal Attributes

- Employs a strong work ethic and high standards for his/her own work, and the work of others.
- Sees the possibilities as opposed to the obstacles and is creative and tenacious in problem solving.
- Is personable, analytical, articulate, and an excellent communicator.
- Is forward thinking, and results-oriented.

This is a full time position which offers health/dental benefits, PTO, 403b matching, and life insurance.

To be considered as our Development Manager, send your resume, cover letter and salary requirements with Development in the subject line to rjamison@jjhill.org. We will be reaching out directly to candidates who move on to the interview process. No phone calls please.

The James J. Hill Center is an Equal Opportunity Employer; applicants of all backgrounds, ethnicities, ages, genders, and sexual orientation are encouraged to apply.