



Northwest  
Minnesota  
FOUNDATION



## Senior Vice President of Philanthropy

*EXECUTIVE POSITION PROFILE*

**COMPENSATION:** \$91,954 - \$170,773

**TO APPLY:** Jessica Yanish, [jessicay@nwmf.org](mailto:jessicay@nwmf.org)

# Northwest Minnesota Foundation



**As a force and resource for Northwest Minnesota, we champion ideas that stabilize and strengthen our communities. Working side by side with neighbors and local leaders, together we address today's challenges and build tomorrow's best future.**

## ABOUT NMF

The Northwest Minnesota Foundation (NMF) is a community foundation serving the northwest corner of Minnesota, a service area that includes two tribal nations and 12 counties.

NMF is committed to building better lives for all who live and work in our region. From grants, loans, and scholarships to business consulting and local giving, NMF works to guide and support donors and recipients alike.

### *Mission*

The Northwest Minnesota Foundation invests resources, facilitates collaboration and promotes philanthropy to make the region a better place to live and work.

### *Vision*

Northwest Minnesota will be a place where communities and people work together to foster opportunity, promote philanthropy, and enrich the lives of all residents.



# Northwest Minnesota Foundation

## OUR CORE VALUES

### Strategic Collaboration



We are passionate leaders committed to bringing a sense of true partnership to all that we do.

### Integrity & Responsibility



We are careful stewards of the resources entrusted to us; we approach every action asking, "What is the right thing to do here?"

### Boldly Making a Difference



Our promise is to understand the challenges and opportunities in our region and to step into all situations with courage, empathy, and a focus on delivering impactful solutions.

### Commitment to Inclusion



We will ask, "Who else can and should be involved here?" and use our ability as an unbiased organizer to bring the right parties to the table to address critical issues.

## OUR WORK & IMPACT

NMF is one of the six Minnesota Initiative Foundations established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s.

As the region's MIF and the only community foundation in the region, NMF has been serving Northwest Minnesota for nearly 40 years.

As a community partner with deep roots, NMF champions collaborative efforts to elevate rural voices, foster inclusive progress, and build networks that advance shared goals.

By inspiring local philanthropy and funding community-driven solutions, we ensure the region thrives — today and for generations to come.

## BY THE NUMBERS: FY24

### \$104M total assets

- Total revenue: \$19.5M
- Total expenses: \$12.4M

### 138 mission-driven grants, totaling \$4.1M

- Child Care
- Children & Families
- Ending Homelessness
- Community Revitalization

### 34 business loans, totaling nearly \$1M

### 2 wholly owned subsidiaries

- North Star Neighbors, a community land trust
- Northwest Minnesota Community Impact Corporation



# Community Philanthropy at NMF



## OUR APPROACH TO PHILANTHROPY

Our region covers more than 14,000 square miles but we only have 14 cities in our entire region with a population over 1,000 people. That means many of our local amenities are made possible only because of community philanthropy (e.g. community pools, splashpads, community centers, parks and trails, veterans memorials, preservation of old schools, arts and culture projects, etc.).

Philanthropy also supports local students. Education funds bolster classroom projects and expand learning opportunities while scholarships provide support for students in college.

Our Philanthropy team works to equip and empower our local fund volunteers for success in fundraising and grant-making to achieve their fund's mission.

*Our family of funds had a financial impact of over \$3M last year!*

## OUR FAMILY OF FUNDS

- 440 total funds
- ~\$45 million in total assets
- 995 fund advisors (volunteers)

**Agency Funds:** 37 funds

**Community Funds:** 25 funds

**Designated Funds:** 53 funds

**Donor Advised Funds:** 27 funds

**Economic Development:** 12 funds

**Education Funds:** 43 funds

**Field of Interest Funds:** 75 funds

**Non-Agency Funds:** 40 funds

**Scholarship Funds:** 128 funds



# About Northwest Minnesota

## NORTHWEST MINNESOTA

Northwest Minnesota is home to over 171,000 people spread throughout 14,000 square miles. The rural landscape is marked by lakes and rivers, agriculture production, and thriving forests.

Vibrant communities borne from rich Native American cultures have now grown to become centers of business, education and healthcare destinations. The quality of life makes our region special to those who live and work here.



**Northwest Minnesota offers a quality of life that is unique to this region. It's a place of opportunity, connection, and natural beauty.**

### UNPARALLELED NATURAL ASSETS

With vast forests, pristine lakes, and expansive open spaces, our region offers endless opportunities for recreation. Whether it's hiking through state parks, kayaking on crystal-clear waters, hunting in prime wildlife areas, or simply enjoying the clean air and starry skies, nature is always within reach.

### STRONG STRUCURAL FOUNDATIONS

Despite its rural charm, Northwest Minnesota has a strong network of health care providers, highly rated K-12 schools, and access to higher education

institutions. The region offers a variety of shopping options, vibrant sports and recreation centers, and a growing entertainment scene, including restaurants, breweries, distilleries, and cultural events that bring communities together.

### THRIVING SOCIAL CONNECTIONS

Life here is defined by strong community ties. Safety, peace, and an unhurried pace of life make this an ideal place to raise a family. Kids can play freely, and neighbors know and support each other. Volunteerism, faith communities, and a growing commitment to inclusion are helping to build a deeper sense of belonging.

**Northwest Minnesota isn't just where you work — it's where you put down roots and make a home.**



# Senior Vice President of Philanthropy

## OVERVIEW

The Senior Vice President of Philanthropy (SVP) leads the work of securing charitable investments from those who care about the Northwest Minnesota communities where they live, work, and do business.

This position is responsible for creating and executing strategies that allow donors to invest in the Northwest Minnesota Foundation (NMF) in ways that honor their intent and help meet the organization's mission.

The SVP oversees twenty-four (24) community funds and more than 400 scholarship, organizational, and individual

funds totaling more than \$44 million and is responsible for stewarding existing funds and growing the family of funds in the portfolio.

The position also supports building strategic relationships to invite giving to the Foundation's unrestricted endowment and current programs. The SVP is a member of the Senior Management Team and works closely with the President/CEO to implement the Foundation's overall strategic framework and align philanthropy efforts with the broader mission to serve the community.

## REPORTING RELATIONSHIPS

The SVP reports to the President/CEO, is a member of the Senior Management Team, and supervises the Philanthropy Team, including a Community Philanthropy Officer, Donor Engagement Philanthropy Officer, Philanthropy Specialist, and Database Specialist.

## THE IDEAL CANDIDATE

- Will have a deep connection to and understanding of rural life. From the economic forces that shape the region to the rich cultural traditions that shape communities, being able to authentically engage in issues and opportunities that matter to rural stakeholders is a core competency of the position.
- Will understand the unique role of community foundations as a voice for the region, a leader in identifying and addressing community needs, and a trusted partner to make local and regional investments that strengthen northwest Minnesota communities.
- Will be an innovative and strategic thinker, with a history of translating high-level strategies into action plans that achieve results.
- Is committed to growing a fair and equitable workplace that reflects the communities the Foundation serves, embedding a commitment to inclusion in all aspects of the Foundation's philanthropy efforts.
- Will actively seek out best practices and new trends in the philanthropy field and drive innovation that proactively anticipates changing market trends and organizational needs.
- Will excel at building collaborative relationships with multiple stakeholders in varied and complex settings.
- Can thrive and think creatively in a demanding environment and adapt quickly to changing needs within the Foundation and across the region.



# Senior Vice President of Philanthropy

## KEY RESPONSIBILITIES

- **Philanthropy Strategy and Execution** – Devise, develop and implement strategies to grow the financial assets of the Foundation through individual, private foundation, governmental, and corporate giving. This includes identifying prospects, developing and stewarding relationships, and securing gifts of all types through targeted fundraising campaigns. The SVP is responsible for creating and monitoring the philanthropy budget and ensuring compliance with established fundraising practices and Community Foundations National Standards.
- **Relationship Management** – Educate and support the hundreds of volunteers who serve on local fund advisory boards. Devise, develop and implement education and networking strategies to ensure volunteers are equipped to fundraise and reinvest wisely through effective grantmaking. Expand the network of key stakeholders who know and understand the Foundation's work by being present in communities across the region.
- **Team Leadership** – Manage and lead a high-performing team of philanthropy professionals, providing guidance and coaching to ensure asset growth and individual success. Foster a high-performing team by setting clear goals and supporting team members to achieve individual, team, and organizational benchmarks.
- **Community and Donor Engagement** – Cultivate, foster, and enhance strong partnerships with local community stakeholders and donors to establish and grow dedicated funds that support the vitality and well-being of the community as determined by the people who live and work there. Funds include those for broad community support, scholarships, field of interest, and donor advised funds.
- **Organizational Leadership** – Work collaboratively with peers and the President/CEO to maintain the Foundation's operational and programmatic excellence as well as the strong reputation as a trusted, inclusive partner for all people who call the region home. The SVP nurtures organizational culture through people-centered, mission-driven, and impact focused leadership. The position plays a key role in sharing compelling stories of the Foundation's impact and serves as an ambassador for the Foundation at the local, regional, state, and national level.
- **Data Management** – Ensure the Foundation's customer relationship, donor management, grant management, and reporting software supports the goals of the philanthropy team by providing accurate, real-time information to track progress and efficient processes to steward giving.

## OFFICE LOCATION

The SVP may office in a remote work location within the 2-tribal nation and 12-county region or live outside the region and commute multiple days per week to the Foundation's headquarters in Bemidji, Minnesota. Regardless of location, the SVP must spend sufficient time at headquarters to ensure effective team leadership and organizational collaboration.

## TRAVEL REQUIREMENTS

The SVP is required to travel extensively in the 2-tribal nation and 12-county region to build and steward deep relationships with community stakeholders and donors. The Foundation utilizes technology to foster efficiency, and virtual meetings are necessary, but they do not replace local, in-person engagement.



# Senior Vice President of Philanthropy

## QUALIFICATIONS

### Required:

- Bachelor's degree or equivalent in a philanthropy related field or an equivalent combination of education and experience.
- Minimum 7 years of related professional experience, with a minimum of 5 years in senior leadership.
- Experience working in rural communities.
- Financial acumen to prepare and manage budgets, prepare and present fundraising reports, and educate staff and volunteers on fund assets and uses.
- Excellent communication skills with a history of effectively engaging both internal and external stakeholders through authentic and compelling storytelling.

### Preferred:

- Master's degree in related field and/or Certified Fund-Raising Executive (CFRE) or Chartered Advisor in Philanthropy (CAP) designation.
- Experience working in or with community foundations.

## SALARY AND BENEFITS

The salary range for the SVP position is \$91,954 - \$170,773 depending on experience. The Foundation offers a generous benefit package that includes:

- Dollar for dollar match on 403(b) retirement plan contributions up to 6% of your annual base salary;
- Health Insurance (2 separate plans available after 30 days of employment where employee and family premiums are covered 90% or 75% depending on the plan);
- Dental Insurance premiums are covered for all employees and all dependents at 90%;
- Section 125 Plan - Flexible Spending Account where employees can elect to contribute up to \$3,200.00 for medical expenses and \$5,000.00 for childcare to be used or lost by September 30th each year;
- Premiums to cover your Short-term and Long-term Disability are added to your base pay and deducted on an after-tax basis to provide the maximum benefit of 67% of your gross pay up to \$1,000.00 per week for short-term disability up to 26 weeks and 60% of your gross pay up to \$7,000.00 per month for long-term disability after 26 weeks of work has been missed;
- Parental leave is provided at 100% pay for parents of new children for up to 6 weeks;
- \$50,000.00 guaranteed term life insurance\* while you are employed with us; Additional term life insurance\* and accidental death & dismemberment (AD&D) insurance\* buy-up option available; guaranteed (only at time of hire) up to \$60,000.00 each for term life and AD&D. Additional limits are available, but you must provide evidence of insurability. If you are no longer employed with us, you may take your additional life and AD&D insurance policies with you if you choose. *\*some age limitations apply*;
- Time off includes: 15 vacation days per year with a maximum accrual of 240 hours; 13 earned sick and safe time days per year with a maximum accrual of 720 hours as well as non-accrual benefit time off of 8 paid holidays and 3 floating holidays annually.





# Senior Vice President of Philanthropy



## TO APPLY

Send applications to Jessica Yanish, Human Resources Coordinator at [jessicay@nwmf.org](mailto:jessicay@nwmf.org)

## FOR MORE INFORMATION

Contact Diana Anderson, BRIDGE Strategies Consulting, LLC, at [diana.bridgend@outlook.com](mailto:diana.bridgend@outlook.com) or 320-583-5022

## APPLICATION DEADLINE

Applications received by May 1, 2025 will be reviewed in the first screening for this position. Applications must be submitted electronically, including a cover letter, detailed resume, and three professional references.



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201 3rd Street NW | Bemidji, MN 56601  
218.759.2057 | 800.659.7859  
[www.nwmf.org](http://www.nwmf.org)