



Philanthropy Associate

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) 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 the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses that have offices located within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Position Description

The Philanthropy Associate position is accountable for providing quality communication and collaboration while assisting component funds in gift, grant, and scholarship work. This includes timely entry of gifts, distribution of grants, scholarships, and mission-related expenses, and finding solutions for donors and fund advisors. The position also supports processes for building knowledge and capacity of component fund advisors, manages grant reporting, and partners with the Philanthropy Officers.

Duties & Responsibilities

- You will provide quality communication and collaboration in all interactions, including external individuals and internal staff. You will seek and provide prompt resolutions and answers to all inquiries.
- You will report to the Senior VP of Advancement and work with them to build and strengthen the impact of philanthropy in the 12-county and two tribal nation region. There is a dual focus to this position: assisting component funds and facilitating their gift, grant, and scholarship work; and working as a collaborative staff team to ensure efficient usage of NMF's various software systems.
- You will serve as a primary resource for NMF's databases and related software tools, including Raiser's Edge, FCG, and others. Responsibilities include generating mailing and contact lists, ensuring data accuracy, and using system data to execute mailings through merge functions in Word, Excel, and Google Docs. Additional duties include maintaining and updating standard operating procedures (SOPs) as processes evolve.
- You will assist the accounting team in running weekly check runs and support the Philanthropy team with gift batch entry. You will seek out training in the various software programs to maintain and grow your expertise and knowledge in these systems.

Job Details

Industry

Community Foundation

Employment Type

Full-Time

Employment Status

Hourly/Non-Exempt

Job Functions

Philanthropy Support;
Database Maintenance;
Customer Service

Direct Reports

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Position Reports To

Senior VP of Advancement

Career Pathway

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- You will support, and promote standard operating processes to build the knowledge and capacity of component fund advisors. You will provide the direction and guidance and technical assistance needed for fund advisors to effectively utilize tools to meet the mission of the component funds they serve.
- You will complete the initial stage of grant due diligence as you review, enter and manage grants in the NMF software systems. You will manage and monitor the grant reporting process completed by component fund grantees. You will send, track, follow-up and report on grant activity completed by NMF component funds.
- You will partner with the Philanthropy Officer to facilitate the timely and accurate scholarship application and distribution process as outlined in the Scholarship Summary Process document.
- You will manage the fund advisor code of conduct process completed annually by all NMF fund advisors. You will send, track, follow-up and monitor completion of and removals of fund advisors from component fund committee list. You will coordinate with the NMF Philanthropy officers in this work.
- You will be responsible for processing incoming and outgoing mail as well as processing incoming and outgoing deposits.
- You will work with other NMF staff to ensure efficient office operations. Some duties will include but not be limited to greeting visitors and notifying appropriate staff, managing NMF general email accounts, answering phones, addressing various building-related needs, and interacting with building vendors.
- You are responsible for all other duties as assigned.

What success looks like:

- You nurture a culture of collaboration and lead others in the organization and region through your example of courteousness, prompt resolutions, and answers to inquiries and requests from external and internal customers. You will be a person that is curious about the organization and seeks to know the breadth and depth of the organization in order to better serve those seeking answers.
- You will excel at fielding multiple requests at once with efficiency, prioritization, clear communication, and accuracy.
- You seek to work with other staff in a team-first approach. You are a person with a very high attention to detail and will ensure that all information entered and released from the Foundation is accurate and free of errors. You will prepare entries and documents that are accurate and free of errors.
- You are an individual with a strong aptitude for technology. You will be adept at using various software in completion of your duties. You will work in the software programs including Microsoft Suite, RE, RENXT, FCG, FE and Foundant. You will support the software and technology needs of the Foundation with efficiency, prioritization, clear communication, and accuracy.
- The Northwest Minnesota Foundation is committed to fostering a welcoming and inclusive workplace that reflects the communities we serve. You actively seek opportunities to grow your skills and strengthen our work across the region.

Obligations

Ownership of:

- Component Fund Gift entry receipt and processing
- Component Fund Grant/Scholarship/Mission Related Expense receipt and processing
- Component Fund Grant reporting process and reports
- Component Fund Code of Conduct process and updates.

Will collaborate in:

- The operations of the NMF office building.
- Gift process design and implementation
- Grant/Scholarship/Mission Related Expense process design and implementation.
- The efficient operation of the NMF customer relationship management system (Raiser's Edge)
- Software system training, data corrections, NMF software implementation and web portal systems.
- Positively developing relationship with fund advisors, and donors.

Qualifications

Required:

- Associate Degree (A.A.) from two-year college or technical school or higher educational achievement.
- Proficiency in technology, the use of a variety of software programs and/or cloud-based computer systems including Microsoft Office Suite.

Preferred:

- Bachelor's degree or equivalent in a related field or an equivalent combination of education and work experience
- Knowledge of office principles, practices, procedures and equipment.
- Knowledge of business English, spelling and basic math.
- Basic accounting knowledge.
- Aptitude for various software programs and systems.
- Knowledge of computer procedures, operations, and data base systems.
- Ability to communicate clearly and effectively.
- Organizational skills with an ability to focus on details.
- Ability to function in a team relationship.

Job Information

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.

- This position offers a competitive hourly wage (a minimum of \$50,255 to maximum of \$72,590), which will be set based on qualifications.
- The primary location for this position is the main office in Bemidji, MN. This position is eligible for a flexible-hybrid work arrangement with a to-be-determined number of days each week, as agreed upon with the position's supervisor.
- This position will require some travel locally, regionally, state-wide, and potentially nationally.