

Development Director

Location: Minneapolis, MN
Reports to: President - MNPS

Purpose:

The Minnesota Planetarium Society (MNPS) is conducting a search for a successful, seasoned development director to lead and drive the Society's "Make Contact" capital campaign. The campaign's goal is to raise approximately \$20 million in public and private funding by the end of 2012, which will be matched by bonding from the State of Minnesota in the amount of \$22 million to build a new state-of-the-art planetarium and science center on top of the Hennepin County Central Library in downtown Minneapolis. The facility will be named the Minnesota Planetarium Space and Discovery Center.

The facility will be owned by Hennepin County, will be operated by the MNPS, and will receive operating subsidies from both the County and the City of Minneapolis. The MNPS has secured funding commitments from each of these government entities. In order for construction to begin, the MNPS will need to secure significant capital commitments in 2010. The president, campaign committee, and fundraising consultants have begun cultivating lead gift prospects.

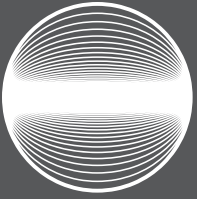
Nature and Scope:

The Director will focus on identifying, cultivating and soliciting major lead gifts from foundations, corporations and individuals. The Director will work directly with staff, campaign volunteers, and fundraising consultants. The Director will make solicitations directly when appropriate and provide extensive follow-up and support to ensure that the asks are made and result in pledges and contributions. The position requires the individual to work independently and with diverse constituency including public officials, individuals, MNPS members and corporate executives. This individual will also manage other development staff and interns.

Primary Responsibilities:

Coordinate the work of the MNPS board, campaign committee and staff to accomplish the goals of the Make Contact campaign.

- Develop immediate fund-raising goals to track progress with key milestones to ensure sufficient progress is being made toward the ultimate goal
- Report fund-raising progress routinely to executive committee and board
- Assist in the development of strategies for major donors
- Ensure proper tracking of all information relating to fund-raising and donor cultivation; maintain prospect pyramid
- Advocate for MNPS in public and private interactions regarding the building of the planetarium; communicate the MNPS story effectively
- Coordinate work with fundraising consultants, government relations consultants, and public relations/marketing volunteers and consultants
- Organize and attend campaign meetings and events
- Supervise development staff and maintain regular communication with other staff to ensure that timely underwriting of projects is attained.
- Perform other responsibilities common in small organizations as assigned



Qualifications:

- BA required
- MA or professional certification preferred
- 10 years of proven experience in fund-raising and previous capital campaign management.
- A Master's Degree in a related field may substitute for 2 years of experience.
- Demonstrated ability to research, identify and cultivate new individual, foundation and government prospects.
- High energy and passion for the MNPS mission is essential
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Resourceful individual who can work independently and as a team player
- Flexible and adaptable style: a leader who can positively impact both strategic and tactical fund-raising initiatives
- Managerial and organizational expertise
- Thorough knowledge of fund-raising software—DMS, TheDatabank, or Raiser's Edge; Microsoft Office
- Must be willing to travel regionally
- Must occasionally be able to work on weekend days and evenings as necessary.

References:

- Please provide three or more references
- Successful candidate will be required to complete a background check in accordance with Hennepin County requirements

Compensation:

Compensation is competitive and commensurate with experience with appropriate benefits, including health insurance, vacation, participation in 401k retirement plan, and access to disability and other group insurance options.

Submission:

- To be considered for this position, applicants must meet qualifications and must submit a letter of interest; resume; references; writing sample, preferably correspondence connected to fundraising; and salary requirements to help@mplanetarium.org; for more information, visit minnesotaplanetarium.org
- Deadline: Open until position is filled