



Associate Development Officer and Scholarship Manager

The Role

This is a full-time position with no direct staff to manage. A great candidate must love working with students, thinking outside the box, have experience or be interested in expanding LeadMN's major gifts with our donors and cultivating new relationships with potential donors. The candidate should also be able to market our scholarship opportunities and work with campuses and our partners to ensure that students are aware of our scholarship opportunities. And finally, work with the Executive Director to find new funding streams for LeadMN programs and student leadership conferences.

Who we are:

LeadMN is college students connecting for the change. We represent the 100,000 two-year college students in Minnesota to help them transform their lives and their communities. Our students LeadMN by developing leadership skills to realize their potential, see beyond what they thought was possible for personal success, and to drive community-wide change.

Primary Responsibilities

Managing, implementing, and expanding LeadMN's Scholarships - 50%

- Manage eleven LeadMN's scholarships.
- Work with the LeadMN Scholarship Board to approve applicants.
- Develop communication for the different scholarships effectively.
- Manage LeadMN scholarship database – Award Spring.
- Manage LeadMN silent auction program – Accelevents.
- Work with Financial Aid, Advancement/Development, and Equity and Inclusion departments to effectively engage students.
- Send tax exempt letters to donors by the end of January.

Coordinating the Annual Gala and Silent Auction, and Developing the LeadMN Alumni Association - 25%

- Lead the coordinating and execution of the gala.
- Work to identify sponsors.
- Manage auction items to meet funding goal.
- Develop a strategy to raise funds for LeadMN's Emergency grant program.
- Develop a marketing/communication plan for the annual gala and the scholarship program.

Prospecting, Ambassadorship, and Making the Ask – 15%

- Confidently and knowingly approach donors and prospects with asks that are aligned with LeadMN's vision and mission.

- Work with the executive director to develop grant tracks that the organization can actively seek year-round.
- Proactively connect with executive director and other members of the team to understand priority projects, gathering enough details, narratives to understand their impact, future, and connection to current donors and to ones we should be cultivating.

New or Interesting Projects and Partnerships – 5%

- Identify new opportunities to expand programming within LeadMN
- Actively cultivate relationships with new organizations that are aligned with the values and mission of LeadMN.

Resource Library + Training Deck – 5%

- Work with the Public Relations Coordinator on Cabinet to develop scholarship information trainings at conferences.
- Develop trainings to advance LeadMN’s scholarship participation.
- Provide annual scholarship disbursements for the annual audit and for the annual report.

Qualifications:

Skills/Experience:

A great candidate for this role will possess the following characteristics:

- Self-motivated, team player with the ability to meet deadlines, remain flexible and adjust to changing priorities in a fast-paced environment.
- Strong organizational skills, with keen attention to detail, as well as excellent problem-solving abilities.
- Demonstrated commitment and history of working with diverse student and community populations.
- Be open to learning.
- Experienced working with vendors and negotiating contracts.
- Experienced building relationships with funders
- Experienced working with and understanding of investments and financial spreadsheets.
- Experienced using EveryAction/VAN and
- Good written and oral communications skills.

Required Qualifications:

- Bachelor’s Degree or five years of professional experience in gifts solicitation or equivalent combination of education and experience required.
- Must be able to take initiative, be a good team player, and maintain a level of flexibility with all staff.
- Must have interest in fund raising and want to find new funding opportunities.
- Must have a good attitude and should be able to work in a fast-paced working environment.
- Must have experience or be adaptable to using EveryAction or VAN and Award Springs
- Clear understanding and commitment to equity and inclusion
- Must be able to work some weekends.
- And have the ability to travel as needed.

Education: Undergraduate degree and a background in scholarship management, fundraising and grant making.

An average work week will consist of 40 hours, Monday – Friday, 8:00 a.m. – 4:30 p.m. Occasional weekend and evening work will be required, including offsite meetings outside of the metro area.

Salary range: \$45,000 - \$55,000 annual salary base on experience

Benefits offered: Medical, HSA plan, dental, life insurance, long term disability, paid holidays, personal leave, paid time off, compensatory time, and retirement plan with employer match.

To Apply for this position, please send a cover letter, resume, and three professional references to Fatu Magassouba at Fmagassouba@leadmn.org. This position will be filled internally.

NOTE: This role will be granted the opportunity to work from home 2 days a week but must be able to commute to The LeadMN Office on a flexible weekly schedule based upon business needs. LeadMN reserves the right to change remote work status with notice to employee.