

Position Posting – Development Officer

The Ramsey County Historical Society (RCHS) is hiring a Development Officer to join its senior management team in Saint Paul, Minnesota. The Development Officer will have primary responsibility for institutional support/grants, annual fund, and development operations. They will also support major gift cultivation and solicitation by the President and the Board of Directors. Success in this role will lead to further growth at RCHS and additional opportunities for the Development Officer.

This is a salaried, exempt position with a hiring annual salary range of \$46,000 to \$58,000, depending on experience. RCHS offers high-quality health, dental, life, and disability insurance; a retirement plan with matching employer contributions after one-year of service; paid vacation; sick/safety leave; and a flexible work environment.

Successful candidates will be passionate about education and preserving the stories of people and our community. They will be self-directed and work well across teams. They will be excellent writers and great ambassadors for RCHS with its stakeholders. They will understand that RCHS respects multiple perspectives regarding historic events and works every day to be inclusive and a good servant to the needs of the communities it serves. They will have an eye for detail and be well organized.

Most importantly, the successful candidate will have the talent and desire to grow with RCHS.

Organization Profile

Mission: Preserving Our Past, Informing Our Present, Inspiring Our Future

Ramsey County Historical Society is a dynamic, 70-year old history organization set upon a course to dramatically expand its programs and reach over the next five years. Headquartered in Landmark Center in Saint Paul, RCHS operates the Mary Livingston Griggs & Mary Griggs Burke Research Center, Gibbs Farm: Pathways to Dakota & Pioneer Life (a National Register listed historic site), an exhibit gallery, and operates interpretive programs county-wide.

RCHS annually provides direct service to more than 41,000 people, including 15,000 students on field trips to Gibbs Farm. A recently completed master plan is being implemented to double the reach to students and expand the Gibbs Farm operations to year-round. The programs at Gibbs Farm interpret both early farming history and Dakota culture, focused on the relationship between the Gibbs and the people of Cloud Man's Village. The Dakota cultural programs were developed with the direct involvement of Dakota culture-bearers and elders twenty years ago and RCHS maintains relationships to this day that inform and improve this programming every year.

Programs include a strong focus on youth education through field trips and outreach at Gibbs Farm, adult and general audiences through the History Revealed series of programs county-wide, creating exhibits featuring themes of nation-wide importance with ties to Minnesota, publishing the award-winning *Ramsey County History* quarterly magazine, and a downtown tours program featuring tours of the St. Paul City Hall/Ramsey County Courthouse as well as Union Depot.

RCHS has a growing membership of 940 households, a board of 28 individuals, and an operating budget of \$1.2 million, of which, \$750,000 is contributed revenue.

RCHS strives to serve everyone in Ramsey County, Minnesota's most diverse county. To that end, the Society has adopted an equity and inclusion statement and established a task force to elevate and expand the existing equity and inclusion efforts.

Equity & Inclusion Statement

History informs us, inspires new choices, brings people together, and builds community. Likewise, it can be mis-used to inspire fear, create division, and perpetuate racism and other injustices. We resolve to present history in accordance with our values of Authenticity, Innovation, Inspiration, Integrity, and Respect. We believe that by doing so our community will be more informed, more engaged, and will become stronger.

Values

- **Authenticity:** *We strive for historical accuracy in all our programs and activities.*
- **Innovation:** *We consciously seek new ways to educate and create unique programming.*
- **Inspirational:** *We raise awareness of our past and how that informs our understanding of our present and future.*
- **Integrity:** *We adhere to the highest standards as a nonprofit organization in all our operations.*
- **Respect:** *We provide experiences that respect our collective heritage and the diverse cultures of our community.*

To Apply: Submit cover letter that demonstrates how your experience and talents align with RCHS needs, resume, and a minimum of three references (in confidence) to chad@rchs.com.

Position is open until filled.

Our Commitment to Applicants: You will hear from us. We appreciate your time and strive to respond within 2 business days to confirm receipt of your application. We will stay in regular communication as we move through the hiring process. RCHS does not discriminate based on age, ethnicity, gender, identity, faith, orientation, or current geographic location.

See next page for position description

Title:	Development Officer
Classification:	Full-time, Exempt
Position Summary:	The Development Officer (DO) works closely with the President, Chair of the Development Committee, and Chair of the Board. They have primary responsibility for grant-writing/institutional support, annual fund, maintaining the RCHS database (NEON CRM), and ensuring gift acknowledgements are prepared following RCHS policy. They also support the President and board in their fundraising responsibilities. They attend and support board, executive, and resource development committee meetings. Success in this role may result in an increased portfolio of donors, prospects, and responsibilities. Position expected to grow with organization.
Reports To:	President
Time/Schedule:	General office hours are 9 a.m. to 5 p.m., the actual work hours of the Development Officer are flexible. It is expected that the Development Officer will work an average of 40-45 hours/week to successfully achieve all goals. Early morning, evening, and weekend hours will be required as needed but are not common. They will work out of Landmark Center in Downtown Saint Paul. Working remotely on occasion may be an option based on performance.
Salary:	\$46,000 - \$58,000, depending on experience.
Benefits:	Health & Dental insurance, retirement plan eligible after 12 months, paid time off and paid vacation provided.
Prof. Development:	All senior RCHS team members are required to identify and complete professional development annually, paid for by RCHS. Institutional membership to AFP provides access to additional continuing education opportunities.
Other:	It is highly desirable that the Development Officer participate actively in one of several community service organizations, with associated costs paid for by RCHS.

Specific Responsibilities:

I. Institutional Support – Grants (35%)

- i. Prepare 25 renewal grant proposals annually for submission to existing funders
- ii. Prepare 10-15 project proposals annually for submission to existing funders
- iii. Identify, qualify, cultivate, and solicit new institutional prospects annually in accordance with annual development goals
- iv. Gather all necessary data from departments to support grant writing activities
- v. Prepare and submit impact and/or grant reports as requested by funding institutions
- vi. Present proposals if requested by funder; participate actively in site visits
- vii. Develop or expand relationships with program officers and institutional staff

II. Institutional Support – Sponsorships (5%)

- i. Identify, qualify, cultivate, and solicit sponsor prospects annually in accordance with annual development goals
- ii. Develop or expand relationships with program officers and institutional staff
- iii. Ensure fulfillment of sponsor contract terms

III. General Development Operations (30%)

- i. Updates and manages donor and prospect database continuously and leads other staff to ensure database is up to date
- ii. Ensures all development activities meet applicable legal standards
- iii. Maintains development calendar and updates development plan as needed
- iv. Ensures all donor acknowledgments are processed within 24-48 hours
- v. Prepares monthly report of Key Performance Indicators
- vi. Consult with other staff and consultants on development, marketing, membership, and strategic planning activities
- vii. Other Duties as assigned

IV. Annual Fund (15%)

- i. Leads staff team and manage the Annual Fund process
- ii. Leads development of collateral materials
- iii. Schedules and ensures timely execution of all direct mail, e-mail, and other donor contacts

V. Board Support (10%)

- i. Attends all board, executive committee, and resource development committee meetings (combined total of 14 meetings per year)
 - a. Oversees preparation of meeting minutes by Development & Administrative Assistant
- ii. Develops briefing materials for board solicitors
- iii. Maintains positive relationships with all board members, supplements board contacts made by president

VI. Staff the President (5%)

- i. In partnership with the President, secures appointments and manages development meetings on President's calendar
- ii. Occasionally prepares briefing materials for president regarding donors
- iii. Occasionally debriefs President following donor visits and updates development plan and database
- iv. Reviews key correspondence prepared by President
- v. Prepares reports as needed

Required Experience:

- Demonstrated record of successful development writing, including funding proposals and correspondence
- Two or more years of experience working with donor databases, preference for NEON CRM experience
- Three or more years of development experience
- Experience working with and supporting board members and senior staff
- Successful completion of a post-secondary education program or a combination of education and work experience that demonstrates your capacity for success in this role

Required Characteristics:

- Highly developed writing skills
- Well-developed emotional intelligence and excellent communication skills
- Passionate about people and culture
- Passion for history and education
- Interculturally competent/actively inclusive
- Incredible attention to detail
- Entrepreneurial and inquisitive spirit

Preferred Experience & Characteristics:

- Five years of progressively responsible experience in a successful development office in a museum or other cultural institution with experience working in multiple roles
- Two years of experience managing an annual fund
- Demonstrated self-starter in pursuing professional development and/or life-long learning
- Prepared for a larger role as a senior leader in a cultural organization
- Two or more years of experience using NEON CRM

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