



# CONSTELLATION FUND

## **Advancement Associate**

**Location:** Minneapolis, hybrid work environment (in-person and remote)

**Salary:** Full-time, \$52,000 - \$60,000 plus benefits.

## **About the Constellation Fund**

The Constellation Fund is a poverty-fighting organization in the Twin Cities that invests philanthropic resources into nonprofits raising the living standards of individuals and families experiencing poverty in the seven-county metropolitan area. Constellation takes an outcome-based approach to this critical effort, prioritizing evidence over anecdotes to find, fund, and empower poverty -fighting service providers shown by evidence to be creating transformational impact in our community.

With one-in-five residents of the Twin Cities living in poverty, our philanthropic community must strategically focus its resources on the interventions providing the largest poverty -fighting impacts. Constellation approaches this pressing challenge by thoughtfully applying the principles of modern economic decision making to the important business of local philanthropy. By carefully leveraging peer-reviewed research, local demographic information, and data from nonprofits, Constellation methodically measures the relative impacts of the varying nonprofit interventions in our community to ensure that precious philanthropic resources are allocated to the organizations found to be most impactful in the fight against poverty.

Since our Board of Directors underwrites Constellation's operating costs, every outside dollar raised by the organization goes directly to its carefully vetted nonprofit grantees, which are provided not only with funding, but also with access to best -in -class pro bono partners that can provide invaluable services and expertise otherwise inaccessible to most nonprofits in their efforts to improve and scale their impacts.

## **History**

Prior to the start of the Constellation Fund, Founder Andrew Dayton lived in San Francisco and gained insight into nonprofit start-ups. Andrew was inspired by an organization called Tipping Point, which focused on fighting poverty in the Bay area. The company identified the most impactful nonprofit organizations in order to more efficiently give back to people in need.

Intrigued, Dayton assembled a team of experts in policy, economics and poverty alleviation and founded the Constellation Fund in 2018. The organization has one goal: to eradicate poverty by using predictive analytics to get the best possible return on philanthropic investment.

Since its founding, Constellation Fund staff have built and continue to lead a grant program centered on research to estimate the economic impact of potential partners. This research consists of identifying and summarizing evidence of the effectiveness of nonprofit programs, identifying demographic characteristics of low-income individuals, and designing protocols to capture monetary benefits for these individuals.

Constellation Fund awards grants to nonprofit organizations with no restrictions on the use of funds, a rare form of capital in the philanthropic sector that allows the organizations to grow their impact purposefully. In addition, grantees receive connections to best-in-class pro bono partners to provide services and expertise otherwise inaccessible to most poverty-fighting organizations.

This model sets the stage for ongoing analysis, grantmaking and impact assessment by the organization.

## **Organizational Culture**

Constellation Fund is emerging from an entrepreneurial start-up to an established, faced-paced, growth-oriented organization. The culture reflects a spirit of innovation and creativity that values patience and urgency equally while being deeply engaged in addressing significant disparities across the community.

Constellation Fund has a culture that is further identified by an entrepreneurial mindset in tandem with a deep investment in the longitudinal work-- required to have the necessary impact and outcomes.

Leadership and staff at Constellation Fund support solutions by focusing on leveraging philanthropic opportunities to:

- build on quantifiable solutions
- implement new practices
- elevate an emerging narrative about the significant impact targeted contributions can have in addressing some of our deepest community disparities

The culture is a learning and nurturing environment reflective of a passion and interest to grow something unique across the community landscape. Staff seek to act with agility and creativity and function at the highest possible level.

## **POSITION DESCRIPTION**

Reporting to the Advancement Director and working closely with the Chief Advancement Officer and Chief Executive Officer, this position is focused on managing and developing Constellation's current database (Salesforce.org) and supporting a fast growing and notable fundraising effort through data and activities management, donor lists, and administrative and event support.

Responsibilities include gift processing, creating donation receipts or acknowledgments, data entry, creating fundraising reports, supporting execution of external events, and collaborating with internal teams in support of key organizational efforts and initiatives.

A successful candidate will have an understanding of nonprofit fundraising as well as a commitment to addressing poverty as effectively as possible.

### Fundraising Support

- Create and update constituent records
- Enter donations and generate gift acknowledgements and stewardship reports
- Working closely with the Advancement Director and CAO, create a calendar of reporting needs and maintain recurring weekly, monthly, quarterly and annual reports

- Develop ad-hoc reports that meet immediate needs and guide donor engagement
- Perform biographical, financial, and charitable giving research on donor prospects
- Create data lists and manage data related to solicitations, events, mailings, emails, and digital strategies

#### Database Administration and Development

- Manage the hygiene, quality, and organization of all data in Salesforce
- Along with the Advancement Director, serve as the primary Salesforce technical support resource for multiple users on the Constellation Fund team
- Train staff and provide support technical assistance to grow and improve usage, data collection and data literacy
- Perform all basic administrative functions including user maintenance, modification of page layouts, creation of reports and dashboards, updating existing and/or creating new fields and workflows, and other routine tasks
- Develop and help maintain Salesforce policies and procedures manual
- Document system changes and customizations made in Salesforce

#### Event and Administrative Support

- As directed by Advancement Director, schedule meetings for CAO and CEO with donors, key stakeholders, and external engagement opportunities
- As directed by Advancement Director, equip senior staff leaders and board members with fundraising data and assets needed for donor meetings and presentations
- Support the CEO and COO by providing board engagement administrative support
- Support Advancement Director in the execution of external events, including coordination with internal teams, collect information and materials needed for materials, and create lists and enter data from events in Salesforce
- Provide general administrative support as needed

## COMPETENCIES AND REQUIREMENTS

- High School education required
- Minimum of two years of work experience in a fundraising-related job in the nonprofit sector
- Experience in Salesforce Nonprofit Success Pack required - including an understanding of and ability to create reports and dashboards, customize pages and objects, use workflows and automations
- Salesforce administrator certification preferred
- Ability to review and analyze data to produce reports
- Ability to develop and maintain policies and procedures related to database usage, security, and confidentiality
- Proficient in Microsoft Office and Google workspace (Gmail, Google Drive, Google Meet, and Google Calendar)
- Detail-oriented with a growth mindset in regards to data quality and integrity
- Must be able to set priorities, create timelines, manage multiple projects, and work in a fast-paced environment

### **Salary and Benefits**

Constellation offers a benefits package that is competitive with industry standards. Salary is commensurate with experience. Salary Range: \$52,000 - \$60,000.

**To apply for this position, please submit a résumé and cover letter outlining your experience to [jobs@constellationfund.org](mailto:jobs@constellationfund.org).**

*The Constellation Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds in philanthropy and applicants who identify as low-income are encouraged to apply.*