



# CONSTELLATION FUND

## **Senior Philanthropy Officer**

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

**Salary:** Full-time, \$85,000-\$95,000 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.

## **Organizational Culture**

The Constellation Fund is an entrepreneurial, well resourced, fast-paced and growth-oriented organization. The culture reflects a spirit of innovation and creativity that values thoughtful, long-term and relationship oriented interactions. We are focused on addressing poverty with urgency in the Twin Cities region while building a tool and foundation that will serve the needs of the community far into the future.

Leadership and staff at Constellation 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 Chief Advancement Officer (CAO) and working closely with the CEO and Advancement Director, this position is focused on engaging high-net-worth individuals, including generational wealth, finance sector leaders, executives of large corporations, and principal business owners. Constellation has established relationships with a significant and growing group of sophisticated philanthropic and business leaders in the Twin Cities. This major giving role must be prepared to communicate daily with founders and senior executives from notable businesses and families with a legacy of philanthropic investment. This position is focused on establishing, developing, and stewarding relationships with donors capable of making five- to seven-figure contributions on an annual basis.

A successful candidate will have an understanding of major gift best practices as well as a commitment to addressing poverty as effectively as possible.

## **Primary Responsibility: Major Gifts Fundraising**

- Individual Fundraising: This position will manage and develop a portfolio of individuals and families with significant capacity to give five- to seven-figures annually.
  - Work in collaboration with the CEO, CAO, and Advancement Director to develop individualized engagement strategies that generate significant and sustained giving over multiple years.
  - Partner with senior staff, board members, and other key donors to steward current donors and cultivate prospects, leveraging relationships thoughtfully and with respect for privacy.
  - Engage donors consistently through an annual calendar, leveraging relevant events and relationships.
- Corporate Engagement:
  - Work in collaboration with CAO to identify and engage key corporate leaders.
  - Collaborate with Constellation's advancement team to develop engagement plans reflective of the multiple layers of relationships that exist within each corporate partnership.

## **Secondary Responsibilities**

- Participate as an active member of Constellation's staff by working collaboratively with other staff members, upholding Constellation's mission and values, and communicating openly and honestly within the organization..
- Attend Constellation's events as well as external community events, as required and/or as requested by the Constellation leadership.
- Perform all other projects and tasks as assigned by the CEO and COO.

## **Competencies:**

- Mission-driven, passionate, and community-minded.
- Ability to communicate effectively 1:1 with high net worth individuals.
- Respect for privacy and commitment to confidentiality.
- Event-based engagement experience.
- Experience with fundraising databases, especially Salesforce.

- Works well with a small, hybrid team; self-starter and highly motivated.
- Emotional intelligence and relational capacity.
- Level-headed, cool under pressure.
- Attention to detail and excellent communication skills.

### **Qualifications**

- High School education required; college degree strongly preferred.
- Minimum of five years of work experience, including demonstrable portfolio or account management experience, in the private or nonprofit sector.
- Proficient in various software applications: Google Suite (Gmail, Google Drive, and Google Calendar), Salesforce, and Apple Suite (Pages, Numbers, and Keynote).
- Excellent organization, problem-solving, and decision-making skills.
- Ability to handle multiple tasks and balance fluctuating workload.

### **Salary and Benefits**

Constellation offers a benefits package that is competitive with industry standards. Salary is commensurate with experience. Salary Range: \$85,000-\$95,000.

### **To Apply:**

Send resume and cover letter summarizing your professional interests and goals to: [jobs@constellationfund.org](mailto:jobs@constellationfund.org). Interested candidates should apply by April 1, 2023.