

Deputy Executive Director for Operational Sustainability

- Our preferred candidate will be a mission-driven, results-oriented, human-first leader with a history of service to philanthropic organizations, leading through values-informed lenses and articulating a compelling vision for abundant, equitable philanthropy within a social enterprise.
- Office located in northeast Minneapolis, with co-defined hybrid workspace arrangements available
- Full Time, exempt, with co-defined flexible scheduling available
- Supervised by the executive director
Other staff include the deputy executive director for community impact, directors that oversee core programs, and other positions focused on program delivery and operations
- GiveMN is actively looking for people with a broad background of lived experiences and identities. We are committed to hiring a staff that is representative of the communities we serve. We work with our team to create a comfortable and accommodating work environment for people of all abilities and identities.
- COVID-19 related public health requirements observed for internal collaboration
COVID-19 related public health recommendations observed for external collaboration
COVID-19 vaccination required
- Contract parking, secure bicycle storage, and public transit allowance available
- On-site fitness center available (paid for by GiveMN)
- Occasional Greater Minnesota and/or overnight travel required (paid for by GiveMN)
- Professional development allowance available, separate from compensation
- Wireless connectivity allowance available, separate from compensation
- Generous Paid Time Off (PTO) available
- Philanthropic matching gifts, volunteer matching gifts, and volunteer time off available
- Medical, dental, vision, disability, and life insurance and health savings account available
- \$119,808-\$125,970 starting annual salary range
Performance and benchmark compensation increases available annually
Traditional and Roth 401k available with employer Safe Harbor match and discretionary contributions

Why This Job Is Important

Powering every successful nonprofit is a dynamic vision, mission-motivated people, and development strategies that engage thoughtful and generous communities.



GiveMN provides sector-leading tools and services to advance the mission pursuit of Minnesota's nonprofit organizations. We're looking for a strategic colleague to help us build relationships with the donor and community partners that power our work—someone to help us continue and grow our service to nonprofits.

As the GiveMN deputy executive director for operational sustainability, you'll play a central role in leading the organization's social enterprises and operational systems to maximize the biggest opportunities for growing giving across our state while also working with the GiveMN team to provide vital resources and connection for nonprofit and school leaders and donors.

How You Will Be Spending Your Time

- In an average week, you will divide your time between leading the operational sustainability team and collaborating with the executive team in leadership of the organization. As a deputy executive director, you will dedicate your time to a broad portfolio of daily work, informed by the organization's mission, strategic goals, and the needs of employees and stakeholders.
- Leading the operational sustainability team in a range of organizational operations including financial systems and budgeting, revenue generation, board communications, information systems, and support staff. Directly managing staff and contractors responsible for organization operations and revenue generation.
- Collaborating with the deputy executive director for community impact to lead and fulfill the organization's dual bottom lines of community impact and operational sustainability
- Serving as a co-deputy to the executive director, situationally called upon to take executive action, publicly represent organizational leadership, and collaborate with the board of directors
- Supporting the work of GiveMN's executive director and board members in building relationships with benefactors and community organization leaders across the state
- Occasionally traveling to operational and governance meetings and to build the capacity of partner organizations
- Collaborating with a growing team of nonprofit fundraising and engagement professionals

What You Are Good At

- You're a leader, putting your team ahead of yourself while demonstrating confidence through direction, resources, advocacy, and mentorship
- You're a synthesizer, able to put together the right information at the right time, think critically about it, and make important choices wisely
- You're organized, able to successfully keep multiple projects moving forward concurrently on a regular basis
- You're creative, energized by creating something new
- You lead with yes, embracing possibility and affirming creativity
- You're a problem solver, having the ability to make the complex simple and help others understand your strategies
- You work well across multiple lines of difference, including race, gender, identity, disability, ideology, and religion
- You're a humble servant leader, supporting your team with what they need to succeed in their roles



- You're strategic, knowing how to prioritize what should be done, and why it needs to be done
- You're empathetic, listening first to understand 'why'
- You're an effective communicator, finding your GiveMN voice to communicate ideas effectively through compelling language both internally and externally
- You're resourceful, eager to innovate in environments with sometimes constrained resources

What You Have Done

The best candidate for this position is someone who has progressive experience with:

- Managing financial systems and operational infrastructure of an organization or complex department
- Catalyzing revenue generation through multiple channels, including philanthropic and/or retail
- Leading a multi-level team with myriad functional responsibilities
- Communicating ideas and opportunities with clear and compelling calls-to-action
- Managing program accountabilities, including impact metrics and narratives, across a multi-function team
- Lifting numbers off the page through data-driven storytelling and decision-making
- Contributing to leadership within an executive leadership team
- Working across multiple lines of difference, including race, gender, identity, disability, ideology, and religion
- It would be a plus if you had experience with:
 - Small- and medium-sized organizations
 - Organizations led by and/or serving people of color
 - Greater Minnesota communities

Leadership at GiveMN

As a human-first, values-led social enterprise, effective organizational leadership is vital to the success of GiveMN's dual bottom lines of community impact and operational sustainability. A GiveMN leader is expected to support their team in the following ways:

- Making decisions through a lens of GiveMN's values of operating from abundance, connecting with community, putting equity into action, and having courage to try
- Articulating clear objectives for the work of the team and the key results that will indicate success
- Collaborating in meaningful ways to help team members explore, complete, and evaluate their work
- Providing tools, resources, and information needed for the team to be successful
- Creating a positive and supportive work environment where the team can do its best work
- Championing the team's work across the organization and up to next-level leaders
- Recognizing and affirming the team's work in ways that are meaningful to its members
- Listening to and appreciating team member voices as valued parts of the organization
- Building and maintaining trust in direct relationships and across the team
- Helping team members navigate difficult situations to find constructive paths forward



- Identifying and supporting opportunities for professional advancement within and beyond GiveMN
- Encouraging balance, self-care, and utilization of benefit time to help team members live their best lives

A Little More About You

The GiveMN team is small but mighty, working collaboratively and energetically to advance multiple priorities simultaneously. The best fit for GiveMN is someone who might describe themselves as:

- Passionate, hardworking, and self-motivated
- Easy going, always taking the mission more seriously than themselves
- Curious, satisfied only after they have explored numerous possibilities and perspectives
- Confident, yet humble, as comfortable inspiring others and leading a team as they are presenting to large audiences and influential leaders
- Flexible, comfortable navigating uncertainty and adapting to change
- Strategic, identifying and balancing short- and long-term risks and benefits
- Data savvy, able to interpret quantitative data to inform qualitative strategies
- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously improving
- Accountable, thriving on shared outcome-driven work in a collaborative environment
- Values-driven, able to balance personal points of view with the priorities of the organization

Applying For This Job

To apply for this job, send a digital file of your resume and an introductory letter to Jake Blumberg, executive director, to jobs@givemn.org. Your introductory letter should be no longer than two pages and should clearly address the following questions:

- What is your specific vision for philanthropy in Minnesota, and what role does GiveMN play in that vision?
- Why are you passionate about leading GiveMN's mission to ignite generosity and grow giving?
- How does a mindset of abundance inform your approach to philanthropy and the work of capacity building?
- In what ways are you meaningfully connected with and accountable to the communities you value? Communities may be defined any way you'd like.
- In what ways do areas of difference in your background and experience influence how you approach your work?
- How have you previously demonstrated the courage to take calculated risks in leadership, while learning from both your successes and failures?
- In what kind of work environment are you most productive as a team member and colleague?

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You may also email questions to jobs@givemn.org if necessary.



About GiveMN

GiveMN is an independent nonprofit organization working to ignite generosity and grow giving through GiveMN.org, Minnesota's giving marketplace, and RaiseMN, a fundraising coaching and training initiative.

Since 2009, more than 700,000 donors have made gifts with ease and enthusiasm through GiveMN.org to make a difference for causes in their communities. Through this online marketplace for generosity, and giving events like the annual Give to the Max celebration, GiveMN has helped to generate more than \$330 million for more than 14,000 nonprofits.

RaiseMN serves Minnesota nonprofits through individualized coaching and programs to transform nonprofit fundraising. Focusing on small- to medium-sized organizations, RaiseMN builds more healthy and sustainable fundraising practices so nonprofits can continue to pursue and expand their mission in their communities.

Launched in 2009 by Minnesota Community Foundation, GiveMN is supported by many generous foundation and corporate partners, contributions from individual donors, and revenue from its programs.

Equal Opportunity Employer

GiveMN values experience and success in working across multiple lines of difference and strongly encourages candidates of all identities and experiences to apply for this position. GiveMN is an equal opportunity employer.

