

Position Profile

On behalf of our client, Saint Paul & Minnesota Foundations,

CohenTaylor Executive Search Services
is conducting a retained executive search for its

**Associate Vice President, Philanthropic
Services**



**SAINT PAUL
& MINNESOTA
FOUNDATIONS**

**Saint Paul & Minnesota
Foundations**

2018 BY THE NUMBERS

\$1.5B

Combined Assets

As the largest community foundation in the state, the Foundations ensure access to the most attractive investment options.

8,752

Grants Given

To organizations, initiatives and projects in 2018.

17

Community Affiliates

Large and small, the Foundations community affiliates provide regional granting strategies and donor involvement opportunities.

\$92M

Granted

To communities by THE FOUNDATIONS and their partners.

For more information visit the Saint Paul & Minnesota Foundations website:

<https://www.spmcf.org/>



About the Saint Paul & Minnesota Foundations

With roots in Saint Paul since 1940 and partners across the state, Saint Paul & Minnesota Foundations (the Foundations) are Minnesota's largest community foundation and the partner of choice for thousands of donors, professional advisors, nonprofits and community organizations. They inspire generosity to make Minnesota better for all who call it home.

The Foundations highly skilled team supports more than 2,000 charitable organizations and donor funds and manages nearly \$1.5 billion in assets, including F. R. Bigelow Foundation and Mardag Foundation. In keeping with their mission to share knowledge and resources to benefit the communities they serve, they work consistently to further their three strategic goals:

- ◆ Advancing equity
- ◆ Strengthening communities
- ◆ Broadening philanthropic expression

The Foundations bring together donors, nonprofits and community members to address some of the biggest problems facing Minnesota communities. Their partners are change agents, and together they invest for good to make a lasting impact in their communities.

“ We seek to dismantle the belief in a hierarchy of human value, with a focus on racial equity. Strengthened by a deeper understanding of the many facets of diversity, we work toward a community where all people experience justice and equity.”

-The Foundations' Commitment to Equity

Impact

The Foundations' impact is broad. Last year, in partnership with donors, the Foundations made nearly 8,300 grants to support community needs in 71 of 87 Minnesota counties. Though the Foundations have strong Saint Paul roots, the donor base is far-reaching: 48 percent of donors reside in the west metro and 26 percent reside in the east metro, with the remaining 26 percent in outstate Minnesota or other states. Additionally, the Foundations support 17 affiliate community foundations—from Hibbing to Waseca—which provide regional granting strategies and local donor involvement opportunities.

♦ Equity

The Facing Race Awards are just one example of the Foundations equity work in the community. Established in 2007, The Awards were created to celebrate and honor individuals working to eliminate racism and its effects throughout Minnesota. The Awards are part of the Foundations' ongoing commitment to racial equity. To review other examples of the Foundations' equity work in our community, click [here](#).

♦ East Metro Pulse – Measuring Connection and Community

To be most effective in their role as partner, it is critical that the Foundations regularly listen to the community articulate its priorities. Every two years, the Foundations survey residents of Dakota, Ramsey and Washington Counties about their level of connection to and engagement with their community. The collected data helps the Foundations identify and more deeply understand the issues affecting the community. They then compile and release the data in the East Metro Pulse report. Click [here](#) to review the Foundations most recent East Metro Pulse Report.

♦ Community Vitality

To build community vitality and strengthen our communities, the Foundations focus their efforts and resources on the following: community connectedness; economic opportunity and security; education; health; housing and transportation; and human services and family support. Click [here](#) to learn more about the Foundations' impact in Community Vitality.

♦ Community Affiliates

The Foundations support local, volunteer-led foundations through the Community Affiliates program. Every year, these affiliate foundations grant thousands of dollars into local communities. Community members drive the grantmaking process of each affiliate and community fundraising and outreach efforts helps build permanent funds to invest in their region for years to come. To review a full list of the Foundations' 17 local community affiliates, click [here](#).

♦ East Metro Job Creation Loan Fund

As a complement to its grantmaking and community leadership work, the Foundations use loans to address urgent community needs. The East Metro Job Creation Loan Fund works through community partners - Neighborhood Development Center (NDC) and Metropolitan Economic Development Association (Meda) - to act as intermediaries for job creation capital.

♦ Lowertown Future Fund

The Lowertown Future Fund is an outgrowth of the Lowertown Redevelopment Corporation, a neighborhood project representing nearly three decades of private-public partnership and achievement. The Fund provides financial support and guidance to community development projects that enrich the lives of Lowertown's residents, workers, artists and visitors.

♦ MSPWin

A philanthropic collaborative committed to strengthening the workforce in the seven-county Minneapolis/St. Paul Region. To learn more, visit www.mspwin.org.



The Role

The Foundations are seeking a collaborative and motivational leader to serve as their new AVP, Philanthropic Services. Serving as the internal face of the department, the AVP will be dually-charged with driving operational excellence within the department - as well as contributing to the overall strategy development and execution. The AVP will bolster deep analytical skills and systems-thinking to create data-driven strategies to further the success of new and existing goals and initiatives within Philanthropic Services.

A passionate and inspiring leader, the AVP will further advance and strengthen synergies across the Philanthropic Services team. The AVP will foster a departmental culture that is mission-driven and passionate – one founded on a shared, collaborative spirit and driven to excel to provide excellent service to Minnesota’s philanthropists.

As the internal representative of the Philanthropic Services Department, the AVP will work cross-departmentally to drive outcomes and impact across the foundation. As a member of the AVP Peer Group, this leader will have a critical seat at the table – serving as a conduit between the Foundations’ greater strategy and departmental execution.

The Philanthropic Services Department

The philanthropic services team is the driving force behind growing and supporting the Foundations’ network of Minnesota philanthropists. Made up of experts from a variety of sectors, this energetic team works with individuals, organizations and financial and legal advisors to help them make a difference in Minnesota communities. The team provides a range of services—from estate planning support to the latest online tools for managing and tracking individual giving—and access to resources that help others be effective in their giving.

Key Relationships:

Reports to:	SVP, Philanthropic Services
Direct Reports:	(5) Philanthropic Advisors and (4) Development Operations and Analytics Staff
Peers:	AVP Finance & Controller
	AVP Marketing & Communications
	AVP of Community Impact

The Foundations believe in the best of Minnesota and the power of its communities.

Key Responsibilities:

Operational Leadership:

- ◆ Builds productive synergies within and between the Philanthropic Services Department's three teams: philanthropic advisors, gift planners, and development operations/analytics
- ◆ Ensures alignment of department goals with individual goals and with the departments' and organizations' supporting systems, processes, and technology
- ◆ Motivates and empowers the Philanthropic Services team to meet the goals and innovative changes set by the SVP for Philanthropic Services
- ◆ Facilitates a positive and collaborative environment of high performance and continuous improvement, where everyone feels valued and essential to the teams' success

Strategic Leadership:

- ◆ Develops strategies with the team that generate increased charitable dollars for the Foundations and the communities they serve
- ◆ With the SVP for Philanthropic Services, staffs the board development committee, including conceptualizing and drafting discussion memos
- ◆ Demonstrates success in designing and implementing sound strategic plans using long-term and annual objectives as framework
- ◆ Optimizes data collection and its use to drive strategies and measure progress

Collaborative; Cross-Functional Leadership:

- ◆ Enables the team to nurture and grow close productive relationships with current and planned gift donors of the Foundations, and with professional advisors who refer their clients to the Foundations
- ◆ Represents the Philanthropic Services Department in cross-functional, interdepartmental workgroups and committees that address organizational policies, protocols and practices
- ◆ In collaboration with the AVP Peer Group, uses innovative ideas and thinking to develop, lead and execute THE FOUNDATIONS All-Staff Meetings

The Ideal Candidate

While no one candidate will have all the criteria enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- ◆ **Mission-aligned and inspired**
With an understanding and alliance to the Foundations' commitment to equity.
- ◆ **Operational excellence**
To serve as the internal leader of Philanthropic Services, allowing the SVP to be externally-facing.
- ◆ **Strong people leadership**
To serve as an inspirational and motivational leader; to both activate and challenge the Philanthropic Services team; as well as empower and enable staff toward continuous improvement.
- ◆ **Foundational knowledge of philanthropy**
With a keen understanding of the fundamentals of fundraising and charitable giving; ideally with a background in planned gifts.
- ◆ **Data-driven and analytical**
A pragmatic leader with the advanced reasoning abilities to create data-driven strategies.
- ◆ **Strategic and innovative**
Driving strategic and innovative thinking to generate increased charitable dollars for the Foundations and the communities they serve.

◆ **Collaborative**

To represent the Philanthropic Services Department across the organization; to work cross-departmentally and foster a culture of collaboration and excellence.

◆ **Strong communication skills**

An ability to translate strategy into actionable items; to analyze the data and articulate measurable outcomes.

Additional Requirements

- ◆ 10+ years of demonstrated success in team management, with management experience in the fundraising sector a plus
- ◆ Knowledge of the nonprofit community in the Twin Cities and greater Minnesota a plus.
- ◆ Proven ability to work effectively with business leaders, board members, complex volunteer structures, donors, community leaders and organizations that are in a position to partner with and contribute to the advancement of the Foundations is a must.
- ◆ Confidence and competence with data and in learning and using existing and new technologies. Working knowledge of Raiser's Edge preferred.
- ◆ Strong project management skills to manage multiple initiatives and priorities within the Philanthropic Services Department
- ◆ Flexibility and ability to adapt to short and long-term organizational changes and shifts in job duties and the ability to guide a team to adapt to these changes.

For more information or to send your credentials, please email info@cohentaylor.com

All inquiries will remain confidential.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities