



Major Gifts Officer

Normandale Community College Foundation

About Normandale Community College Foundation:

At Normandale Community College, education is more than academics. It's a lifeline. Through scholarships, emergency funds, and programs that address hunger, housing, and inequity, the Normandale Foundation ensures students have the stability they need to succeed. When basic needs are met, student can focus, flourish, and build the future of their dreams.

Under the guidance of a dedicated board of 23 alumni and community members, the Normandale Foundation manages over \$10.7 million in assets to ensure maximum impact for Normandale students. In just the past five years, the Foundation has helped fund transformative projects, including:

- Center for Interprofessional Education in Healthcare
- Sirtify™ and SpedUp Special Education Teacher cohort programs
- Free Laptop Program
- Enhance resources for the Campus Cupboard and the Student Resource Center
- Strengthening our popular STEM programs and effective student support cohort areas
- Expanded scholarship support

The Foundation raised over \$5.4 million total dollars in FY2025, a 205% increase over the previous year.

Normandale Community College is guided by its “Big Three Goals,” a unifying framework that advances racial equity and educational outcomes, increases degree completion and transfer success, and fosters a culturally responsive, service-oriented college culture. This commitment is embedded across the institution—shaping how individuals, departments, and the college as a whole serve students and community—and has earned broad recognition, including multiple equity, global education, and community impact awards. Normandale actively invests in inclusive excellence through ongoing professional development, intercultural training, campus-wide programming, and strong partnerships with the City of Bloomington, including support for events such as Juneteenth, Pride, and Twin Cities Pride. Together, these efforts reflect a college deeply committed to equity, inclusion, and community engagement, and to advancing opportunity for all students.

About the Position:

The Major Gifts Officer leads individual giving strategies for the college foundation, focusing on donors and prospects capable of making gifts of \$25,000 and above. Working closely with foundation colleagues, this position builds and manages long-term relationships that advance transformational philanthropy for the college.

The major gifts portfolio is in a developmental stage. A significant portion of this role involves identifying, qualifying, and building relationships with prospects within the database, in addition to cultivating and stewarding existing donors.

The MGO will work collaboratively with the foundation Executive Director and the college's Advancement Division to meet its long-term goals. They will attend board meetings, support the board's fundraising efforts, and manage special initiatives/events as assigned.

Salary range is \$85,000-\$95,000, with full benefits including health, vision, dental, disability, life insurance, and 401K with employer match. This is not a position with the State of Minnesota. The position is full time, exempt, 8:00 a.m. – 4:30 p.m. M-F with occasional evening hours. Reports to the Executive Director of the Foundation.

Essential Responsibilities:

Fundraising Leadership and Management

- Build, manage, and actively develop a portfolio of approximately 100–150 individual major gift prospects
 - Design and implement personalized engagement strategies
 - Conduct regular donor meetings
 - Create donor-centered funding proposals
 - Document donor interactions in the CRM

- Collaboration and Strategy
 - Partner with Annual Giving and Alumni Engagement
 - Collaborate on donor stewardship
 - Support campaign planning
 - Connect donors with campus leadership

- Qualifications
 - Bachelor's degree or equivalent experience
 - Minimum of three years of major gifts or related fundraising experience
 - Demonstrated success securing significant gifts
 - Strong interpersonal and communication skills
 - Commitment to equity and inclusion

Additional Requirements

- Valid driver's license
- Ability to travel locally
- Flexibility for evening/weekend events
- Confidentiality and sound judgment