

## POSITION DESCRIPTION DIRECTOR, INDIVIDUAL GIVING

Title: Director, Individual Giving  
Reports to: Chief Development Officer  
Status: Exempt  
Schedule: Full-Time  
Location: Oakland

### OVERVIEW

The Women's Foundation of California has a nearly 40-year track record of supporting community-based organizations working to address the root causes of injustice and advance solutions across multiple issues. We focus on core strategies of investing in community organizations, training community leaders, convening community partners, and mobilizing significant financial resources to advance the health, safety, and economic security of women, girls, and transgender people. We support movements led by women and girls, especially women and girls of color, low-income women, immigrant women, LGBTQ+ people, transpeople, gender non-conforming individuals and formerly incarcerated people. We're comprised of a dynamic and smart group of people who are passionate about our work and committed to making good things happen for all Californians.

### POSITION SUMMARY

The Director, Individual Giving is responsible for planning, coordinating, and implementing the individual major donor program to meet the Foundation's fundraising goals and significantly build the individual donor base. The Director, Individual Giving, an entrepreneurial and results-driven individual, is responsible for state-wide donor cultivation and solicitation and for engaging and deepening relationships with donors.

### RESPONSIBILITIES

#### Development of Major Donor Strategy

- Work with the Chief Development Officer to develop and refine major gift strategies to increase individual giving, both in number of donors and in levels of giving.
- Establish benchmarks for progress and success in partnership with the Chief Development Officer; monitor results against revenue goals; report on the progress of the major gifts program throughout the year.
- Build on current donor base and strategies to increase gifts according to donor capacity.
- Manage effective systems for tracking and maintaining appropriate information about donors and prospective donors through the Foundation's database.
- Identify, research, and qualify prospective major donors; develop portfolios of prospects for cultivation and solicitation.

#### Donor Cultivation and Solicitation

- Manage a portfolio of state-wide individual donor prospects. Travel required.

- Meet with existing and potential donors; move potential donors in an appropriate and timely fashion towards solicitation and closure; and make solicitations.
- Support the successful cultivation and solicitation of donors by staff, Board, or other Foundation supporters by providing on-going coordination, assistance, appropriate accountability, and strategic counsel.
- Develop cultivation strategies for prospects, and engage staff, Board, or other Foundation supporters in making solicitations, when appropriate.
- Lead recruitment of hosts for special events such as house parties and other donor related events.
- Oversee Annual Fund including mail, online and in-person solicitation efforts.

### Donor Communications

- Produce materials and tools to communicate regularly with donors, supporters, and potential allies.
- Identify opportunities to network with donors and prospective donors and engage members of the staff and Board as appropriate to make the most of those opportunities.
- Maintain consistent quality communications with donors in coordination with the CEO, CDO, other staff, and the Board.
- Ensure timely follow up on all gifts to provide thanks and documentation to donors.
- Identify and implement opportunities for donor recognition, stewardship, and appreciation to increase retention rates and maximize support from donors in consultation with Development and Communications staff.

### QUALIFICATIONS

#### *Skills*

- A Bachelor's degree and at least three years of experience in major gift fundraising, with proven ability to secure gifts from individuals of \$10,000 or more.
- Ability to produce excellent quality materials needing minimal editing.
- Experience with Raiser's Edge or another donor database, and Mastery of MS Outlook and Office Suite (especially Word and Excel).
- Familiarity with email and online means of solicitation and cultivation.
- Excellent organizational, communications, problem-solving, and analytical skills with outstanding attention to detail and follow through.

#### *Qualities*

- Must possess a strong commitment to the mission, policies, goals and philosophy of The Women's Foundation of California.
- Must possess an entrepreneurial, results-driven approach to fund development and relationship building
- Ability to multi-task with high degree of project- and time-management capacity to achieve high performance goals and meet deadlines in a fast-paced environment with multiple interruptions.
- Demonstrated ability to exercise good judgement and maintain confidentiality at all times.
- Demonstrated ability to work independently as well as within a team.
- Strong interpersonal skills and ability to create positive, long-term working relationships by demonstrating a commitment to teamwork and customer service, tact, dependability, diplomacy, and flexibility.

- Willingness and ability to travel to meetings and other Foundation events.
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## COMPENSATION AND BENEFITS

- This is a full-time, non-exempt position, with a salary range of \$85,000-\$92,000. Salary offer will be dependent on experience.
- We provide 15 days paid vacation to start which increases over time (20 days after 5 years, and 25 days after 10 years); 12 paid sick days, 11 paid holidays, and a flexible, family-friendly schedule.
- We provide paid parental leave, medical, dental, vision, long-term disability, flexible spending account, fitness reimbursements, a 401 (k) retirement plan match, transportation benefits, and AD&D insurance with the Foundation covering 100% of the costs of the insurance package for employees and 90% for dependents.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods while operating a computer to create documents, conducting Internet research, sending and receiving e-mail and participating in meetings; communicate on a telephone and in person; read and write; apply logic and focus attention in the presence of distractions. Occasional requirements are to move about the office to access file cabinets, office equipment, etc.

## OUR VALUES AND COMMITMENT TO DIVERSITY AND INCLUSION

At the Women's Foundation of California, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace and strongly encourage people of color, LGBTQ+ individuals, transpeople, gender non-conforming individuals and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, prior conviction, arrest history, disability, marital status, veteran status or age.

## APPLICATION & DEADLINE

To apply, please email a cover letter and resume, combined in one document, with the subject line: **Director of Individual Giving** to: [jobs@womensfoundca.org](mailto:jobs@womensfoundca.org). We are seeking to fill this high-priority position as soon as possible, with a target start date on or around December 1, 2017. **Applications will be reviewed on a rolling basis until the position is filled.** All documents need to be Microsoft Word or PDF files (PDF files are preferred).