

## POSITION ANNOUNCEMENT: DIRECTOR OF INDIVIDUAL GIVING

**Job Title:** Director of Individual Giving  
**Reports to:** VP of Development  
**Team:** Development Team  
**Status:** 100% time, exempt

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### Organization Background

From 1980 when we made our first two grants of \$500 each to 2016, when our total annual grantmaking exceeded \$3.5 million, Horizons Foundation has fueled and helped to shape the history of the LGBTQ community in the Bay Area and beyond. Over 37 years, we have provided early and consistent support to the most marginalized and underserved sectors of our community including LGBTQ communities of color and youth, as well as the elderly, transgender people, and women. All the while, the Foundation has remained true to its core commitment: to be a community philanthropic institution that is of, by, and for the LGBTQ community, both today and tomorrow, and for future generations.

This is a pivotal moment for Horizons Foundation. We have expanded our annual grantmaking significantly and become the home to the national GiveOUT Day, and have grown our Donor-Advised Funds program to more than 115 funds totaling more than \$13 million in assets under management. On top of that, we recently exceeded our most ambitious goal ever by raising over \$3.7 million for our Now and Forever Campaign. This success enables us to make key strategic investments in infrastructure and staffing to help ensure that by 2020 we will reach another goal – to secure at least \$100 million in future legacy commitments that will safeguard the strength and health of the LGBTQ community for every future generation.

### Position Summary

Now the challenging and truly exciting work really begins – as we build the team that will help us make this audacious vision for our community’s future come true, while continuing to maintain and expand annual, event, and major donor giving to support our current programs and grantmaking. Building on our relationships with current donors and expanding our donor base is crucial to our success. For this reason, we are excited to bring on a dynamic development professional for a newly-configured position as our Director of Individual Giving.

The Director will partner closely with the VP of Development, who, while overseeing all the development functions, will focus her own time increasingly on the Now and Forever Campaign. The Director of Individual Giving (Director) will have full responsibility and authority to lead a program that currently raises over \$3 million annually. Funding sources currently include corporate sponsors, event revenue, and gifts from over 1,000 annual donors of whom more than 600 are loyalty donors and nearly 200 are major donors.

As they maintain and grow that revenue, the Director will benefit from being able to mobilize a well-respected organization with an impressive track record of impact, a loyal base of supporters, the engagement of trusted leaders in Bay Area LGBT giving, and a robust culture of philanthropy championed by the President and the VP of Development, both of whom are seasoned fundraisers with long-term strong donor relationships.

## Key Areas of Focus

Bringing substantial fundraising and program management experience, the Director of Individual Giving will fortify our current program of annual giving, events and major donor outreach, while also bringing new ideas and energy to increasing our visibility and engaging new donors in our work. Although responsibilities may shift over time as we build up our staff team, we anticipate that the Director of Individual Giving will supervise two positions (Data Management and Events Management) as well as volunteers, vendors and consultants, to lead and guide the following:

**Overall strategy, planning and program management and evaluation:** With strategic guidance and partnership from the VP of Development, the Director of Individual Giving will manage the development team and their meetings. They will also create long-term and annual donor revenue goals and develop the annual plan, activities and timeline to meet them, tracking progress, evaluating effectiveness and adapting fundraising tactics and activities as needed.

**Execution of our individual giving and major donor program:** The Director will set, coordinate, drive, and execute on all annual individual giving including online, direct mail and major gifts campaigns, ensuring consistent collaboration with our planned giving, donor advised fund and endowment fundraising. Overseeing the Corporate Relations and Events Manager and consultants, the Director will ensure seamless management and integration of our Gala and other events including cultivation of event attendees. The Director will develop their own donor relationships as well as staffing key staff and volunteer committees to support their donor cultivation and asks.

**Development of compelling content about our work:** In partnership with our Director of Communications, the Director will develop content for donor outreach via mail, email and social media, and will produce strong case statements to encourage corporate sponsorship and inform proposals for foundation funding.

**Expansion and diversification of our donor base:** The Director is charged with helping expand beyond our current circles through innovative outreach, donor research and prospecting, and leading our outreach as a visible spokesperson and advocate for Horizons Foundation's mission and programs.

**Ensuring excellent donor data tracking, donation processing and recognition:** Through systems development, coordination with other departments, and supervision of the Development Operations Associate, the Director of Individual Giving will drive efforts to ensure timely tailored gift acknowledgements, integrity and quality of donor data, and facilitation of organization-wide data analysis and reporting to inform data-driven planning.

## Our ideal candidate will be:

- **Passionate** about Horizons Foundation's mission with a demonstrated commitment to social justice and familiarity with the social and legal issues impacting the LGBT community;
- **An experienced fund development professional:** with at least 7 years of progressively responsible experience leading and growing a multi-faceted individual donor development program, and personally cultivating, and soliciting donors for support;
- **A skilled program manager:** with a record of significant measurable results in organizing and implementing the full range of fund development activities including: major gifts, online fundraising campaigns, annual funds, corporate giving, direct mail, and special events;
- **An impactful and engaging communicator** with excellent written and verbal skills, and the ability to reach out to and engage new audiences;

- **A stickler for details and data:** with strong technology and analytic skills, and experience and passion for ensuring that data is useful, accurate and updated; Salesforce skills highly preferred; other software we use includes Greater Giving, MailChimp and wordpress;
- **A team builder and inspiring leader:** able to work effectively in a diverse workplace; motivate and train volunteers; nurture staff growth, and promote high performance and accountability; and
- **Resourceful and innovative:** bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise.

The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### Physical requirements

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. The Director of Individual Giving must be able to travel by car and occasionally by air to meetings at locations across the state and nationally. Horizons Foundation will make reasonable accommodations in compliance with ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

### Compensation and hours

This is a full time salaried position. Your schedule may vary based on need and could extend at times into the early evening, with some occasional weekend hours. Exact salary will be determined upon hiring, depending on experience, with the midpoint of the salary range being \$100k, and with a generous benefits package that includes full health coverage, vision and dental coverage, vacation, sick leave, a 403(b) plan retirement plan and the pride of working at a critical community institution.

### Equal Opportunity

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We comply with applicable federal, state, and local laws governing nondiscrimination in employment, and encourages and seeks qualified candidates of all backgrounds.

### Application process

Applications will be accepted through July 10, 2017 or until the ideal candidate is identified. **Early submissions are encouraged** and will be reviewed as they are submitted. No phone calls, please.

To apply, please submit your resume and a cover letter outlining your interest, qualifications, and how you learned of the position to Nora Alcala, Administrative Manager at the following email address:

**[nalcala@horizonsfoundation.org](mailto:nalcala@horizonsfoundation.org)**.