



HORIZONS
our LGBTQ foundation

Job Title: Individual Giving and Major Gifts Officer
Reports to: Chief Philanthropy Officer
Status: Full-time (exempt)

ABOUT HORIZONS FOUNDATION

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission statement reads:

As the world’s first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community’s future for generations to come.

Horizons is a national leader in promoting LGBTQ philanthropy, recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year, Horizons distributed more than \$7 million in grants to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

Horizons has long prioritized grantmaking to frequently marginalized members of the LGBTQ community, including LGBTQ communities of color, transgender people, LGBTQ refugees and immigrants, LGBTQ youth and elders, and those with least access to vital services and equal justice. The foundation also has a deep commitment to smaller, grassroots nonprofits and a long record of awarding very early funding to promising nonprofits.

In addition to grantmaking, the foundation offers educational, community-building, and other events for donors and grantee partners throughout the year and is host to one of the LGBTQ community’s best-known annual galas. Horizons also has a powerful vision for the future support of the Bay Area LGBTQ community, one in which the legacy (planned) gifts of LGBTQ people provide the resources that future generations will need to secure and defend their rights, take care of LGBTQ people in need, and celebrate our lives through culture and the arts.

POSITION SUMMARY

The Horizons Foundation Individual Giving/Major Gift Officer is responsible for managing and growing the Individual Giving portfolio, implementing moves management plans, and fostering relationships with individual donors. This role partners with the Events Manager to create impactful events, supports the Horizons Foundation’s operational budget, and contributes to the growth of the endowment. The ideal candidate will have a proven track record in individual giving/fundraising, exceptional communication skills, and a passion for our mission.

PRINCIPAL RESPONSIBILITIES

1. Steward Individual Giving Portfolio

- Maintain and develop relationships with current and prospective donors within the Friends of Horizons, Leadership and Loyalty portfolio
- Partner with Chief Philanthropy Officer and President to ensure appropriate assignment of stewardship portfolios and activities
- Ensure personalized stewardship and recognition for donors to enhance engagement, acknowledge contributions and develop loyalty

2. Implement Appeal Program

- Develop and implement personalized appeal strategies to cultivate and solicit donations from individual supporters, ensuring alignment with organizational goals and donor interests
- Utilize a data-driven approach to segment donor lists and tailor communications, optimizing individual appeal campaigns for maximum engagement and contribution.
- Coordinate with the communications team to create compelling, mission-focused content for appeal materials, including emails, direct mail, and digital campaigns

3. Implement Moves Management Plans

- Develop and execute moves management plans to increase the number and size of gifts at the Friends and Leadership levels
- Cultivate individual donors to transition them into legacy giving and DAF advisor roles
- Manage and grow the Friends of Horizons and Leadership giving programs, ensuring strategic donor engagement and retention

4. Event Partnership

- Collaborate with the Events Manager to design and execute impactful stewardship, fundraising, and friend-raising events
- Leverage events to engage donors, build relationships, and secure major gifts

5. Support Operational Budget

- Provide direct support for the Horizons Foundation's operational budget through fundraising efforts
- Work with the Chief Philanthropy Officer to align fundraising strategies with budgetary needs and goals

6. Planned Giving

- In partnership with the Chief Philanthropy Officer and Planned Giving Officer, contribute to the growth of the Horizons Foundation's endowment by identifying and cultivating potential endowment donors

- Develop strategies to secure endowment gifts and ensure the long-term financial sustainability of the foundation

7. Other duties as assigned

Occasional evening and weekend work hours are required at various times throughout the year, in particular supporting Horizons' annual and quarterly events, and participating in grantee and community events.

DESIRED QUALIFICATIONS

Required Experience:

- Minimum of 5 years of experience in individual giving, major gift fundraising, or a similar role
- Demonstrated success in development activity and managing donor relationships
- Experience in developing and implementing moves management plans
- Proven ability to plan and execute donor stewardship and fundraising events

Preferred Experience:

- Experience with donor-advised funds (DAFs) and legacy giving programs
- Knowledge of fundraising software and CRM systems, preferably Salesforce
- Understanding of endowment fundraising and legacy giving
- Familiarity with the Bay Area LGBTQ+ Community, local philanthropic community and donor networks

Attributes, Skills and Competencies:

- Commitment and passion for the mission and values of the Horizons Foundation
- Excellent verbal and written communication skills
- Strong interpersonal skills with the ability to build and maintain relationships with donors, board members, and colleagues
- Strategic thinker with the ability to develop and implement effective fundraising strategies
- High level of organizational skills and attention to detail
- Ability to work both independently and collaboratively in a team environment

COMPENSATION, HOURS, AND OFFICE

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. The full salary range for this position is \$105,000 - \$125,000, commensurate with qualifications and experience. The starting salary is generally at or near the mid-point of the salary range, with the opportunity for future growth. In addition to federal and other paid holidays, Horizons' current practice is to offer staff an additional day off on the last Friday of the month. The generous benefits package includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at a critical community institution.

Horizons' current practice is for staff to work from the foundation's downtown San Francisco office on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays can be remote-work days. The foundation's office is conveniently located 1.5 blocks from the Montgomery BART/MUNI station.

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. Horizons Foundation will make reasonable accommodations in compliance with the 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.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender non-conforming, and non-binary people; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS

To apply, please submit a cover letter and your resume, preferably **in a single PDF**, to careers@horizonsfoundation.org with **Individual Giving and Major Gifts Officer** in the subject line. Applications will be accepted until the ideal candidate is identified. **Early submissions are encouraged** and will be reviewed as they are submitted. No phone calls, please.

Thank you for your interest in Horizons and your support for the LGBTQ community.