



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

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### ABOUT HORIZONS FOUNDATION

Horizons Foundation has been dedicated to serving, funding, and helping lead the LGBTQ community for 45 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 advancing LGBTQ philanthropy and is consistently 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 \$9 million in grants to hundreds of nonprofits nationwide, 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 the 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 our rights, take care of LGBTQ people in need, and celebrate our lives through culture and the arts.

## **POSITION OVERVIEW**

Reporting to the Chief Philanthropy Officer, the Individual Giving and Major Gifts Officer is responsible for managing and growing the organization's Major Gifts and Individual Giving programs and implementing strategic moves management plans to foster relationships with donors at all levels. This role plays a critical operational role in the acquisition, cultivation, stewardship, and solicitation of individual donors through appeals, events, and communications. The Officer provides direct support for the operational budget and contributes significantly to the growth of the endowment and legacy giving programs.

## **KEY RESPONSIBILITIES**

### **1. Donor Appeals and Communications**

- Draft and manage the development of appeal letters, newsletters, and e-appeals, acknowledgments, and other correspondence, and manage donor e-communications. Oversee mail-house and in-house production.
- Plan, market, and manage the recurring giving program.
- Ensure personalized stewardship and donor recognition.

### **2. Major Gifts & Portfolio Management**

- Maintain and develop relationships with current and prospective donors within the various donor giving circles.
- Develop and execute personalized donor moves management plans to increase the number and size of gifts and to transition donors into legacy-giving and DAF-advisor portfolios, ensuring alignment with organizational goals and donor interests.
- Support leadership in managing and building a portfolio of prospective and major donors, including the creation of prospect research profiles.
- Meet with major donors for stewardship, cultivation, and solicitation, including travel across the Bay Area and other locals. Coordinate major gifts visits for the Chief Philanthropy Officer and Foundation President.

### **3. Special Events**

- Collaborate with the Senior Manager of Events and Corporate Partnerships to design and execute impactful stewardship, fundraising, and friend-raising events (e.g., annual reception, donor appreciation events, donor forums, house parties).
- Leverage events to engage donors, build relationships, and secure major gifts.

#### 4. Legacy Giving & Endowment

- In partnership with the Chief Philanthropy Officer and Legacy Giving Officer, contribute to the growth of the endowment by identifying and cultivating potential endowment donors.
- Coordinate with the Legacy Giving Officer to grow, market, and manage the legacy giving program.

#### 5. Gift Acknowledgement and Database Management

- With the Donor Support Administrator to create the annual report donor lists, pull reports, and prepare data for list reviews, and utilize a data-driven approach to segment donor lists for tailored communications.
- Track fundraising metrics and align fundraising strategies with budgetary needs and goals to support the operational budget.
- Work with the Development Support Administrator to track touch points.
- Perform data hygiene to ensure donor records are up to date and accurate.
- Work with the finance team and the Donor Support Administrator to ensure proper recording, documentation, and timely donor acknowledgment.

#### 6. Miscellaneous

- Complete other projects and tasks assigned by the Chief Philanthropy Officer, including support around special projects related to the Board of Directors.

## QUALIFICATIONS

- Demonstrated commitment to the mission, values, and aspirations of the organization, including a commitment to LGBTQ rights, social justice, equity, and civic engagement.
- Minimum of 3 years of Development experience, including significant individual giving responsibility and events management experience. Gift solicitation experience preferred.
- Excellent written and interpersonal communication skills. Highly relational with a strong ability to build relationships with donors, vendors, colleagues, and partners.
- Database experience required, including developing queries and reports; experience with Salesforce or comparable CRM preferred.
- Outstanding organizational and time management skills, including proven ability with project management and to efficiently manage multiple tasks under tight deadlines and in a fast-paced environment.
- Excellent problem-solving skills, including the ability to anticipate problems and use judgment appropriately to plan solutions.
- Self-starter, able to work independently and as a member of a team, and entrepreneurial; enjoys creating and implementing new initiatives.
- Strong attention to detail with a high level of accuracy.
- Professionalism, initiative, and personal responsibility; integrity, grace under pressure, and a sense of humor.
- Ability to travel; valid driver's license.

## COMPENSATION, HOURS, AND OFFICE

This is a full-time salaried position. The full salary range for this position is \$110,000-\$125,000, commensurate with qualifications and experience. The starting salary is generally at or near the midpoint of the salary range, with opportunities 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. Horizons offers a generous benefits package that includes full health, vision, and dental coverage; vacation and sick leave; up to an 8% employer contribution to a 403(b) retirement plan; and the pride of working at a critical community institution. Occasional evening and weekend work hours are required at various times throughout the year, particularly to support Horizons' annual and quarterly events and to participate in grantee and community events.

Horizons' standard work schedule is hybrid. Staff are expected to work from the Foundation's downtown San Francisco office on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays may be worked remotely. All staff are expected to observe the designated in-office days. The Foundation's office is conveniently located approximately 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 20 lbs. of force occasionally, up to 10 lbs. of force frequently, and 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 upholds diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender-nonconforming, and non-binary people; LGBTQ people; 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, your resume, and two relevant writing samples, preferably in a single PDF, to [careers@horizonsfoundation.org](mailto:careers@horizonsfoundation.org) with "Individual Giving and Major Gifts Officer" in the subject line. Incomplete applications will not be considered. Applications will be accepted until the ideal candidate is identified. Interested but unsure you meet all the qualifications? Please feel free to submit an application and make the case for why your experience is transferable to this role. Early submissions are encouraged and will be reviewed as they are received. No phone calls, please. Thank you for your interest in Horizons and your support for the LGBTQ community.

