



## Job Description

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| <b>JOB TITLE:</b>     | <b>Director of Individual Giving</b> |
| <b>DEPARTMENT:</b>    | Community Resources                  |
| <b>REPORTS TO:</b>    | Chief Community Resources Officer    |
| <b>FLSA STATUS:</b>   | Exempt                               |
| <b>PREPARED BY:</b>   | Chief Community Resources Officer    |
| <b>DATE PREPARED:</b> | January 24, 2024                     |
| <b>APPROVED BY:</b>   | CEO                                  |
| <b>DATE APPROVED:</b> | January 27, 2024                     |

The Director of Individual Giving will work closely with current and prospective Bill Wilson Center (BWC) donors to grow their engagement and support of the agency's mission to end youth and family homelessness in Santa Clara County. The Director will leverage the CEO, Leadership Team, and volunteer Development Committee to manage a comprehensive annual giving program – including the facilitation of identification, cultivation, engagement, solicitation, and retention strategies for individual donors of all levels. This position offers an exciting opportunity to grow individual fundraising through the development of a moves management system for mid-level and major donors.

The Director must be adept in articulating a compelling case for unrestricted mission-focused support as well as restricted support for strategic priorities. The position calls for a high level of social acumen. The Director will establish and maintain a portfolio of individual major donors and prospects to realize an annual revenue goal. The Director will report to the Chief Community Resources Officer and will work closely with the Chief Executive Officer and members of the Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Participate in all aspects of individual giving, including identification, cultivation, solicitation, and stewardship of donors.
- Create and implement stewardship strategies for current and potential donors to help them maximize their giving and their involvement with BWC.
- Develop and execute a moves management system to actively solicit and steward major gifts through in-person meetings and written requests. Director will carry a portfolio of 30 mid to high level donors and should average 8+ visits or high contacts per month. *A high contact is defined as 15 minutes or longer phone calls, written proposals, sitting next to donors at events, or in-person meetings.*
- Provide executive-level support to senior staff, board, and committee members in preparation for solicitation or stewardship opportunities, including appropriate, concise briefing materials in advance of meetings with major donors and prospects.
- Support the planning and implementation of donor cultivation, recognition, and engagement events for targeted donors.
- In collaboration with the Chief Community Resources Officer, develop and implement an annual expense budget to ensure successful cultivation and solicitation of BWC donors to achieve set fundraising goals.

- Maintain working knowledge of BWC's programmatic and capital project priorities as they occur;
- Qualify new prospects for assignment to the moves management system on a quarterly basis using shared research tools and reports through the Abila donor management database;
- Serve as a member of the Development Committee
- Prepare relevant reports for Development Committee meetings;
- Represent Bill Wilson Center at fundraising and community events. Attend community events and meetings to connect with and cultivate potential major donors for BWC.

### **SUPERVISORY RESPONSIBILITIES:**

This job supervises the agency's full-time Development Associate. Position may also supervise fundraising volunteers or interns to secure funding for the agency.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. Demonstrated ability to work effectively in a collaborative team environment with a wide range of work styles, while at the same time working independently while maintaining open and transparent communications about workload and special projects. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

### **EXPERIENCE:**

5+ years of significant experience in nonprofit fundraising, with progressive responsibility and supervisory experience. Must have a proven track record of soliciting, closing, and stewarding major gifts of \$1,000 and above. Excellent interpersonal, oral, and written communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece. Knowledge of the Silicon Valley philanthropic community a plus. Working knowledge of fundraising software.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Driving is a requirement of the job (valid California driver's license with access to a personal vehicle that can be used for company business and current personal automobile insurance). Current CPR and First Aid Certification required (or complete within 30 days of hire). Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required.

### **MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts as required for budgeting and reporting.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of internet software (including internet research skills), spreadsheet software and word processing software.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made

to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**SALARY RANGE:**

\$100,000.00 - \$120,000.00 per year, 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 14 paid Holidays. And much more!

**EEO:**

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer.

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.*

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**Employee Acknowledgement of Receipt:**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

**Copy to Employee/Original to Personnel File**