

Job Title: Director, Individual Giving

Department: Development | **Location:** Headquarters/Long Beach, CA

SUMMARY: The **Director, Individual Giving** is responsible for securing financial support from major donors to advance the mission and goals of SOSC. This position involves cultivating and stewarding relationships with individuals with the capacity and affinity to make significant philanthropic contributions. In addition, this position will help develop strategies for the development team and implementation of a comprehensive Major Gifts Giving program. The Director, Individual Giving will collaborate closely with the regional development team, executive leadership team, and board to develop and execute major gift strategies. The Director, Individual Giving will have a primary responsibility for establishing and implementing the infrastructure needed to generate gifts of \$5k to \$100k or more.

Reports To: Vice President, Development | **Level:** 12

Direct Report(s): Sr. Manager, Development Operations

Compensation: This is a full-time position with benefits eligible on the first of the month following the start date. The salary exempt range is **\$81,120.00 - \$105,560.00**, depending on relevant education and experience.

KEY RESPONSIBILITIES

Individual Giving:

- Assists as necessary with the creation of marketing materials and solicitations
- Build and maintain a robust pipeline of prospective major donors, tracking interactions and progress through the donor cultivation cycle.
- Collaborate and support the Development Directors in the region to build SOSC's donor base for major gifts.
- Collaborate with the development team in all regions to organize and participate in donor meetings, parlor meetings, and other donor solicitation events.
- Develop and execute strategies for soliciting major gifts within the portfolio, including preparing compelling proposals and presentations.
- Develop and present a customized and compelling case for support to donor prospects.
- Manage and maintain an individual giving portfolio of 100 prospects or more, focusing on gifts of \$5,000 - \$25,000 and more.
- Manage special projects and Major Gift campaigns related to Individual Giving.
- Oversee and lead SOSC's Individual and Major Gift program, providing the direction for strategy, budgets, collateral creation, giving circles, IDMP, and Planned Giving Collaborative.
- Serve in an ongoing stewardship capacity for current donors, creating meaningful connections and experiences, as well as recognition opportunities for donors
- Utilize Raiser's Edge to record accurate and up-to-date donor information, interactions, and solicitation strategies.
- Work with the Development Operations Manager to identify and qualify constituents for individual giving by conducting thorough research to identify potential major gift prospects and assessing their capacity, interests, and affinity for SOSC.



Development Operations:

- Coordinate data sharing amongst staff and teams as needed
- Create, update, and maintain all policies and procedures as they relate to development systems
- Monitor and educate staff to ensure adherence to the SOSC Prospect Management Policies and Procedures, the SOSC Gift Acceptance Policy, and the SOSC Donor Recognition Policy
- Provide the Development Team with needed training on using Raiser's Edge/ NXT for Individual Giving portfolios.
- Work with Development Staff to develop and implement systems to track donor ratings, capacity, and background information

Leadership and Team Management:

- Assist teammates as needed to optimize team efficiency, cohesion, and program effectiveness.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences, and program events as necessary; serve on committees and task forces as assigned.
- Oversee maintenance, inventory, and management of Region's assets, including office and storage facilities, and any SOSC-owned vehicles (if applicable).
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.
- Supervise varying levels of volunteers, including interns.

JOB LEVEL RESPONSIBILITIES: Develop goals and plans that align with the organization's strategic plan. Works with direct reports or collaborators on developing goals and plans. Has authority and flexibility in day-to-day work toward accomplishing goals. May supervise hourly and/or salaried employees along with varying levels of volunteers, including leadership volunteers (GMT, GOC, etc.) and interns. You may have access to confidential executive-level information and/or data. A recognized expert in all areas of responsibility. Has decision-making authority around issues related to their team and is responsible for the results and success of their team. Has authority to speak publicly on behalf of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited college/university or related professional experience.
- 7-10 years of directly related professional experience, including supervision of employees.
- Proven track record and success closing gifts of \$5,000 - \$25,000 or more.
- Ability to evaluate, qualify, cultivate and move prospects through the donor cycle.
- Volunteer and/or staff management experience dealing with diverse individuals.
- Has experience with managing portfolios within an organization.
- Experience and comfort interacting with high-net worth individuals and the ability to maintain a professional approach to relationship building.
- Previous experience using Raiser's Edge or a similar CRM system.

SKILLS AND/OR ABILITIES:

- Ability to be flexible, multi-task, and delegate effectively.
- Ability to travel and work evenings and weekends to meet job requirements.
- Ability to work with diverse personalities and in stressful situations.
- Agility and the capability to think strategically while executing tactically in a lean and resource-constrained environment.
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RENXT to drive strategic and tactical planning.
- Demonstrated project management skills that enable executing complex, multi-stakeholder projects.
- Excellent oral and written communication skills and public speaking skills
- Excellent relationship-building and interpersonal skills enable rapport-building with internal and external stakeholders.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Must be able to pass a professional reference check, background screen of criminal history, and DMV record.
- Proficiency in using relevant technology, accessing the internet, and using software, including Microsoft Office (Word, Excel, and PowerPoint) and database systems.
- Strong attention to detail and ability to work with frequent interruptions.
- Strong background in organizational development and community outreach
- Strong people skills and customer service orientation
- Strong project management skills, including managing multiple efforts simultaneously with various internal and external stakeholders.
- Strong self-motivation and the ability to work independently.
- Superior organizational and project management skills with strong attention to detail
- The employee occasionally is required to stand, walk, lift, or carry up to 24 pounds

WORK ENVIRONMENT: The primary work location will be in the assigned SOSOC office. The noise level in the work environment is usually moderate. This position will require driving and some traveling within assigned and surrounding counties.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Employees may be required to perform other duties as assigned.

APPLY: A staff member will review resumes received for our open positions. Due to the large number of applicants, only candidates selected for interviews will be contacted. Please send your resume and cover letter to lbjobs@sosc.org.