

Position Title: Director of Individual Giving	Reports To: Chief Executive Officer
Date: April 18, 2022	Location: Santa Fe
Job Status: Full Time/Exempt (Part time considered for right candidate.)	Salary: Competitive, Based on Experience

POSITION OBJECTIVE

The Director of Individual giving functions as the agency’s principal individual gift fundraiser, prospecting, cultivating, and managing a portfolio of major gift donors/prospects in support of the Big Brothers Big Sisters Mountain Region mission and ongoing operations and strategic initiatives. The Director of Individual Giving will play a critical role in the strategic growth of Big Brothers Big Sisters Mountain Region to serve more children.

This role is responsible for implementing creative, cutting-edge tactics to financially engage individuals in the work of Big Brothers Big Sisters. The Director works with the CEO and development team to plan and execute the cultivation, stewardship, and personal solicitation of individual donors and prospects, including major, planned, annual, and monthly gifts.

To be successful in this role, you’ll be someone who has a strong track record of cultivating, soliciting, closing, and stewarding donors at the four to six-figure gift level. You will feel at home working in an environment that requires you to juggle multiple priorities and competing deadlines, while never losing sight of the overarching goals and desired outcomes. As an ideal candidate for this role, you will also be adept at translating goals into tangible projects and targets, collecting pledges, and ensuring cash needs are met.

We understand that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

Position Responsibilities:

- Work with the fund development team and the CEO to set and achieve multi-year and annual agency revenue goals.
- Develop and implement strategies and comprehensive plans to grow donations from individual donors at all levels including major donors, monthly donors, annual campaign donors, and planned gifts.
- Work with the CEO and fund development team in the development of annual individual giving portfolios and plans.

- Serve as lead relationship manager for a personal portfolio of donors, implementing strategies to identify prospects, cultivate and steward relationships, and secure donations to reach established goals.
- Set up and conduct effective meetings with donors, identifying philanthropic interests, sharing giving opportunities, and closing, retaining, and upgrading gifts. Making 10-15 meaningful visits to donors or potential donors per month.
- Create individual goals and cultivation plan for each donor in the portfolio considering the donor's interest, motivation, giving pattern, and ask preferences.
- Work collaboratively with other program areas in the department to advance fundraising goals.
- Convert current one-time/event donors with high capacity to make major, multi-year investments.
- Work with the fund development team and the communications and grants manager in the design of individual giving proposals, reports, and promotional materials (i.e., website, newsletter, newspaper ads, directories, social media, letters, and brochures) to create proposals to secure gifts.
- Promote BBBSMR values among internal and external constituents. This includes a strong commitment to Justice, Equity, Diversity, and Inclusion.
- Meet quarterly and annual fundraising goals, with ability to increase annual revenue goal each year.
- Work with Board members to implement additional giving initiative including hosting cultivation events at their home or office, participation in the solicitation of new and existing donors, introducing new potential donors to BBBSMR.
- Collaborate with colleagues to develop and implement strategy to significantly expand the base of support from high-net-worth individuals.
- Develop and maintain a thorough working knowledge of BBBSMR's mentoring programs to effectively articulate the agency's priorities and fundraising objectives to donors.
- Develop and sustain a network of broad local support through networking, attending special events, and building relationships with organizations and individuals who can support the work of BBBSMR.
- Work with the CEO, business manager, management team, and the board to create a development budget/revenue projection and have a working knowledge of the development and overall organizational budget.
- Work with leadership to recruit volunteers for committee and board assignments and campaign and events support, with a focus on the Santa Fe area.
- Prepares reports for board meetings and senior staff meetings as needed.
- Maintain confidentiality of all donor-related information.

QUALIFICATIONS

- Compelling and inspirational communicator.

- Bachelor's degree or equivalent experience.
- Demonstrated experience and success in soliciting and securing gifts including multiple years of fundraising success with an emphasis on individual gifts.
- Ability to successfully engage, cultivate, and steward long-term relationships that will ensure the philanthropic success of Big Brothers Big Sisters Mountain Region.
- Excellent writing and presentation skills with the ability to clearly discuss complex issues with diverse audiences and energize listeners.
- Effective in independent and teamwork with the ability to work harmoniously with others.
- Proficient in Word, Outlook, Excel, PowerPoint and donor management software, Salesforce experience a plus.
- Capacity for strategic leadership and continuous improvement with a vision to work with leadership on fundraising priorities and to use "moves management" and metrics to ensure accountability.
- Familiarity with social, cultural, and economic make-up of Santa Fe and the Mountain Region.
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.) .
- Strong execution and follow-up.
- Highly self-motivated, accountable, and able to make decisions independently.
- An unshakable belief in the potential inherent in all children and the power of relationships.
- Willing and able to use personal vehicle for local travel on Agency business, with valid NM driver's license and proof of insurance.
- Willing and able to work irregular hours and have a flexible work schedule when necessary.
- Available to attend events in the early morning, evening, and weekends.

Compensation & Benefits:

- Salary Range: Competitive and commensurate with experience.
- Benefits: Competitive package for employee includes 90% employer paid healthcare, 100 % employer paid dental, 100% employer paid life/add and 403(b) match (employer 5% match at 18 months)
- PTO: Four weeks PTO in first year of employment

WHO SHOULD APPLY:

At BBBSMR, we serve children facing adversity throughout New Mexico. Our aspiration is to develop an organization that reflects our constituent base. BBBSMR promotes a culture of inclusion and seeks talented staff from diverse backgrounds. BBBSMR is an equal opportunity employer and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, age, disability, veteran status, first and second-generation immigrants, and people from low-income families, or any legally protected factor. A diversity of lived experiences will better enable us to serve and improve lives.