



Job title	Director of Individual Giving
Reports to	Chief Advancement Officer

## About Fair Chance

Fair Chance envisions a world where every child succeeds.

We strengthen the sustainability and performance of community-based nonprofits to achieve life-changing results for children and youth experiencing poverty. We select nonprofits ready to take their leadership and organizations to the next level and provide them with a customized 6-24 month work plan aimed at strengthening the nonprofit's impact, sustainability, and success -- free of charge.

Since 2002, Fair Chance has partnered with over 120 nonprofits, tackling issues from job readiness to health, literacy to homelessness. Together, we've reached more than 120,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion.

For more information, please visit [www.fairchancedc.org](http://www.fairchancedc.org).

## Position Summary

As a critical member of the Advancement team, the Director of Individual Giving will support a strategic donor cultivation program engaging individuals in philanthropic opportunities and fundraising events at Fair Chance. A new position in the organization, the Director will provide strategy, research, relationship building, solicitation, and stewardship for a portfolio of over 200 donors. The Director will focus on gifts of \$15,000 or more, with a goal of expanding the portfolio of individual gifts by 5% annually. The ideal candidate will bring a strong background and experience in all aspects of donor outreach and management including direct mail and digital campaigns, web-based engagement, special events, working with giving circles, and interface with donor management systems. The selected candidate, along with the Chief Advancement Officer and CEO, will be one of the primary communicators for supporting the organization's vital programs and annual operations. and will develop a strong individual giving program.

Reporting to the Chief Advancement Officer, the Director of Individual Giving will supervise a Development Associate and several work study students/interns.

## Duties and Responsibilities

### Donor Acquisition Strategy:

- Develop and implement a plan to identify 5 prospective new individual donors/year with potential to make gifts of \$15,000 or more.
- Prepare unique engagement strategies tailored to prospect's interests and resources with a goal of increasing giving at all levels.
- Maintain an active pipeline of 55 prospects.
- Develop strategies with Chief Advancement Officer to secure major gifts and multi-year investments.
- Prepare Executive Director, Board, and Chief Advancement Officer to make asks as necessary.

### **New Individual Donor Cultivation:**

- Oversee the management and implementation of at least 3 fundraising events/yearly, including annual Butterfly Bash Gala
- Interact authentically with prospects at events to establish and deepen potential and current donor relationships.
- Cultivate and engage new individual prospects through planned follow-up..
- Execute annual donor campaigns including end-of-year campaign and Giving Tuesday.

### **Ongoing Donor Engagement**

- Identify current donors with increased giving potential and execute tailored strategy to increase gifts.
- Develop new engagement opportunities and implement best practices for current and future donors.
- Manage and grow participation in two giving circles and three volunteer support boards to leverage additional engagement and support.
- Provide and monitor annual commitment cards to our Board of Directors and identify ways to connect them to leverage their contacts.
- Successfully steward Fair Chance donor relationships, managing appropriate frequency of outreach, communication, appreciation and involvement.
- Leverage senior Fair Chance staff, to deepen and solidify donor relationships.
- In collaboration with other Fair Chance staff, identify ways to engage donors with Executive Directors in the Fair Chance network of nonprofits to gain an understanding of the challenges and racial barriers that exist in their work and the communities they serve.

### **Staff management, systems, and budget**

- Collaborate with the Chief Advancement Officer in developing the annual operational plan and revenue targets.
- Serve as Salesforce Administrator for Advancement team that includes management and implementation of database platform to ensure all levels of organization have access to real-time fundraising data
- Supervise Development Associate, work study students, interns, and consultants
- Sets reasonable revenue targets for areas of responsibility, develops, and tracks budget and expenses accordingly.
- Develop, expand, execute, and track against target list of potential through the year.

### **Qualifications**

The ideal Director of Individual Giving will be driven by building and stewarding a network of philanthropic individuals who see the value and critical nature of the mission of Fair Chance. The successful candidate will combine a competitive spirit with a collaborative and team-oriented set of professional values. The Director of Individual Giving should be unafraid to utilize new approaches and techniques while also leveraging strategies and approaches that have proven successful. The candidate will combine an outstanding and organized work ethic with a congenial, welcoming and authentic demeanor.

- 7+ years fundraising experience and a proven track record of individual donor cultivation and acquisition.
- Demonstrated success in the management of a fundraising program that includes individual cultivation, direct response, and events.
- Proven ability to develop cultivation, solicitation, and stewardship strategies that expanded a donor base and increase revenue.

- Strong record of securing individual gifts from medium to high-net-worth donors.
- Successful experience engaging senior leaders and Board members in the fundraising process.
- 3+ years supervisory experience of part-time or full-time personnel
- 3+ years' experience working with donor databases with Salesforce background highly desired.
- Flexibility to travel and attend evening and occasional weekend events is necessary.

### **Desired Competencies**

This person will be an effective relationship builder and storyteller who can bring our capacity building work to life through strong presentations, communication, and engagement that inspire investment of personal wealth and foundation funding.

They will develop tailored donor engagement that builds genuine connection advancing this important work including prioritize time and resources to ensure maximum return.

- Strong commitment to our vision of ending institutional and system racism within education, housing & income, health & well-being, and the community.
- Ability to discuss white supremacy, racism, and anti-racism with funders, public officials, and within grant applications and fundraising communications
- Ability to work with diverse, multilingual, multicultural community members, partners, and organizations.
- Demonstrates Fair Chance values of diversity and racial equity; fosters environments that facilitate more diverse and inclusive spaces, and can articulate the impact of systemic racism within the context of Fair Chance's work. Demonstrated ability to write clearly and persuasively; strong verbal and interpersonal communication skills with ability to influence and engage a wide range of donors and build long-term relationships.
- High-energy, positive, "can-do" attitude; high degree of initiative; ability to work collaboratively with all staff.
- Ability to work independently, with regular check-ins
- Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
- Breaks down a work task/project into process steps and executes them effectively, adjusting course as needed
- A team player who will productively engage with others at varying levels of seniority within and outside Fair Chance.
- Strong organizational and time management skills with exceptional attention to detail.
- Supervision skills essential to raise performance of employees by example and active development.
- Fluency in social media, with skills necessary to seamlessly integrate social media into development efforts.
- Belief in, passion for, and ability to articulate clearly Fair Chance's mission, vision, programs, and impact.

**Salary Range:** The pay range for this position is \$80,000-\$100,000. We anticipate hiring this position in the mid \$80Ks, based on experience with relevant job responsibilities.

Fair Chance is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We believe and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

Please note: During the current period of Covid-19 related restrictions, this position will start as a remote position, with transition to onsite in Washington, DC. All interviews conducted by phone or virtually by video with selected candidates.

### **How to Apply**

Applicants should send a resume and cover letter to Fair Chance by clicking [HERE](#) or following this link: <https://app.smartsheet.com/b/form/2c4e55fa4ef8466ea1f99c1fc97b9576>. In the cover letter, please include:

1. Your unique qualifications for this position.
2. Your lived experience with racism and/or inequity