

Title: Director of Individual Giving

Reporting Relationship: Chief Marketing and Development Officer

Overview: Looking to further diversify our funding and increase our individual donors, the Director of Individual Giving will focus on securing funding from individual donors, creating new funding initiatives and innovative new offerings for engagement, all the while building a standardized and repeatable funding donation program.

The Director of Individual Giving will be a key influencer in the Development organization, helping to establish and codify best practices and elevate the Family Houston profile as they engage with our investors. They will play a critical role in meeting the organization's long-term growth priorities by building, cultivating, and partnering with a pipeline of individuals with the capacity to make four and 5-figure gifts and beyond.

Job Responsibilities

Philanthropic Revenue - Prospect Development 40%

- Identify, establish and maintain relationships with a portfolio of individual and major donor prospects with expectations to grow this pipeline in the first year.
- Develop and initiate new interactions (meetings, presentations, meals, coffees, etc.) with potential donors.
- Assist the CEO and Leadership Team on acquisition initiatives and campaigns for Family Houston.
- Develop a pipeline and execute individualized plans, including cultivation, solicitation, and stewardship strategies; engage donor prospects through face-to-face meetings and other strategic communications.

Philanthropic Revenue - Current Donors 25%

- Stewards a portfolio of donors via in-person meetings, digital meetings, phone calls, and written communication with the intent to form deep relationships.
- Responsible for an annual fundraising goal tied to the portfolio.
- In collaboration with the Chief Marketing and Development Officer and the CEO, create and execute customized solicitation strategies to match the objectives of the organization and the interests of the donor/prospect, including the preparation of personalized materials.

Preparation, Reporting, Internal Rapport 20%

- Along with CMDO, prepare donor proposals and gift agreements as necessary.
- Leverage influence skills to work effectively across sites and departments to obtain input, move groups to consensus, and build buy-in for engagements of interest to major donors.
- Maintain gift and prospect management records (CRM database), including accurate call reports of all donor prospect meetings, in the donor management system.
- Collaborate with senior leadership and board members as appropriate to open doors and close gifts.

Community & Event Engagement 15%

- Assist in creating, planning, and developing fundraising events, annually or quarterly.
- Speak on behalf of Family Houston where appropriate.
- Support collaborative opportunities and partnerships with outside organizations.

Qualifications and Experience

- At least five years of relevant experience, including at least 2 to 3 years soliciting donors for major gifts.
- Comfortable using a donor database, prospect research, and other wealth screening tools (Raiser's Edge preferred).
- Ability to identify and engage new and prospective donors, and the ability to hand off opportunities to CEO and CMDO when appropriate to focus on individual giving.
- Collaborative problem-solver who brings an entrepreneurial approach to designing personal donor-engagement strategies.
- Executive presence: the ability to engage effectively with ultra-high net worth investors and C-level stakeholders and advance an agenda.
- Professional credibility, intellectual depth, maturity, and collaborative skills to lead others by influence.
- A clear and confident verbal and written communication style and a proven ability to use them to compel individuals to action.
- Superior interpersonal and listening skills and the proven ability to develop and negotiate complex relationships and proposals in person and in writing.
- A track record of building long-term donor relationships into a multi-year pipeline of major gifts.
- Demonstrated experience soliciting and closing four and five-figure gifts.
- Strong organizational skills, with demonstrated ability to prioritize and coordinate several projects simultaneously and work independently or with a team.
- Sound judgment - the ability to balance organizational policy with the customer's values and business needs.
- Experience working in a diverse environment with colleagues and professional partners of differing identities.
- Demonstrated ability to work effectively with remote colleagues and supervisors.
- A can-do attitude and the willingness to go the extra mile in service of our mission.

Benefits:

- Competitive compensation commensurate with experience and qualifications
- Medical, dental, and vision insurance
- Company-paid life and disability insurance
- Generous time off and floating holidays
- 403(b) retirement savings plan with employer match
- Flexible work arrangements