

## POSITION DESCRIPTION



|                           |                                                             |
|---------------------------|-------------------------------------------------------------|
| <b>Position Title:</b>    | Director of Individual Giving                               |
| <b>Work Hours:</b>        | Fulltime, 35 Hours                                          |
| <b>Exempt/Non-Exempt:</b> | Exempt, Salaried                                            |
| <b>Reports To:</b>        | Chief Financial Officer                                     |
| <b>Title Band:</b>        | F                                                           |
| <b>Remote Eligible:</b>   | Partial (based on workload and agreed upon with supervisor) |
| <b>Salary Band:</b>       | \$ 70,000 – 90,000                                          |

### JOB SUMMARY:

The Director of Individual Giving plays a crucial role in advancing our mission and is a key leader that will oversee the development, implementation and effective management of high-level multi-year strategies to grow the individual giving of Safe +Sound Somerset including annual giving, direct response, major donors, special events and foundations. This position will report to the Chief Financial Officer and will work in tandem with the CFO, CEO and members of the Board. The Director of Individual Giving will also supervise and mentor members of the development team to ensure success in fundraising and the growth of our staff.

### DUTIES AND RESPONSIBILITIES:

#### Fundraising

- Create a comprehensive annual and multi-year development plan that encompasses annual fund (gifts under \$5,000), board giving, direct response (mail, email and text solicitations), special events, major gifts (gifts over \$5,000) and foundation giving with goals and key performance metrics.
- Evaluate return on investment and refine direct response strategies accordingly to ensure that solicitations are best practiced, timely, achieving financial goals and are community centered.
- Evaluate return on investment and refine the approach to special events including creating goals for friend-raisers and fundraisers, develop standard events operations (procedures and appropriate staffing) and how best to support the Board in events they lead. This includes supporting the CEO in the 50<sup>th</sup> anniversary (2027) events.
- Establish a best practiced and aggressive major gifts program including identification, cultivation, and solicitation of major donors and prospects. Develop major donor and prospect portfolios for you and leadership to manage. Consistently build a major donor prospects pipeline through the donor cycle and acquisition initiatives.

- Develop and maintain strong relationships with existing donors, providing exceptional stewardship and engaging them in the organization's mission.
- Oversee all non-government grant seeking including research, proposal writing, and reporting requirements in partnership with the CFO and CEO.
- Cultivate relationships with national, state and local foundations whose mission, values and areas of focus align with Safe +Sound Somerset.

### **Donor Communications**

- Prepare compelling proposals, grant applications, and other materials for soliciting major gifts, showcasing the impact of our mission, programs and services.
- Create meaningful one-to-one and one-to-many donor communications that further engage our donors and increases their giving through moves management.
- Create opportunities for two-way communication, especially with major donors, so we can best understand the donor experience and make it as meaningful as possible.
- Interface with the Friends of the Shelter organization.
- Participate in public appearances and speaking engagements to share information with the community.
- Responsible for the creation and delivery of presentations, workshops, and outreach in support of donor engagement and cultivation.
- Responsible for collection, management, and reporting of monthly, quarterly, and annual individual giving, special event and foundation giving data.

### **Management and Operations**

- Supervise the Social Media and Grants Support Specialist, Event and Stewardship Specialist, Database Specialist and other positions as assigned. Mentor and engage the development staff in opportunities to skill build and learn best practices.
- Pursue professional development opportunities so you can keep up-to-date on best practices, emerging fundraising areas, and donor trends.
- Provide oversight and accountability to the management of the donor database including timely gift acknowledgement, reports and data extraction/lists to be used in fundraising efforts and projections.
- Work closely with the CFO on annual projections in creating goals and KPIs as it relates to individual fundraising, events and foundation giving.
- Support the CFO and CEO in responding to the needs of the Board as they engage in fundraising.

## **Organizational**

- Participates in domestic violence training and demonstrates an appropriate level of understanding consistent with job responsibilities.
- Demonstrates skills and competencies necessary to meet standards of the job responsibilities and functions.
- Performs all duties and demonstrates behaviors and attitudes consistent with the agency's mission and core values.
- Participates in building and maintaining positive and respectful working relationships through effective communication, performance improvement and teamwork.
- Demonstrates cultural competence and provides services without bias.
- Possess character and reputation; sufficient physical and mental health to satisfactorily perform job duties and maintain regular, punctual attendance.
- Accomplishes individual and team goals/objectives established by supervisor at onset of employment and/or based on prior performance evaluations.
- Works within agency safety and confidentiality policies and guidelines.

## **Qualifications:**

- Bachelor's Degree with 3 years' minimum experience in professional fundraising; (CFRE Preferred).
- Strong interpersonal and writing skills.
- Three years' knowledge and experience in non-profit fundraising techniques, particularly major gift fundraising.
- Success in this position is dependent on a true growth (entrepreneurial) mindset to enhance our current fundraising successes and create bold and strategic pathways for the future.
- Must have the ability to work with and motivate staff, board members and other volunteers. Ability to build external relationships.
- Goal driven to initiate donor visits and fundraising calls.
- Organized and exhibit "follow through" on tasks and goals.
- Display positive behavior and concern for people and community; demonstrate presence, self-confidence, and good listening aptitude.

**Requirements of Employment:**

Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment.

Completion of mandatory modified training in Domestic Violence/Sexual Assault within the first 90 days of employment.

Completion of Trauma 101 Training within first 6 months of employment.

Ability to communicate information and ideas so others will understand.

Must be able to exchange accurate information in these situations.

Must be able to remain in a stationary position at least 50% of the time.

Must have a valid driver's license and reliable transportation.

Required to occasionally move about inside and outside the office to meet with clients and constituents, and access file cabinets and office machinery, and move boxes and materials, up to 20 lbs.

Staff may be required to work outside of their normally designated working hours to include evening hours, weekends, and holidays.

**Commitment to Equity in Hiring:**

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. Safe + Sound Somerset is proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

Safe+Sound Somerset provides equal employment opportunities to all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on the individual's qualifications as they relate to a particular employment action including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, military status, marital status, parental status, ancestry, genetics, or any other characteristics protected by federal, state, or local laws.

Safe+Sound Somerset complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA).

**Organizational Commitment:**

I understand the above job description. Furthermore, I commit to uphold the trauma informed Vision, Mission, Core Values, (NASW) Code of Ethics, Statement of Confidentiality and Anti-Racism Commitment of Safe + Sound Somerset in all interactions with clients, staff, volunteers, partners, and community members.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **The Opportunity**

Are you committed to relationship building, inspiring generosity and driving impact? At Safe+Sound Somerset, we believe every donor has the power to change lives. We are seeking a strategic, relationship-driven, and results-oriented Director of Individual Giving to lead and grow our individual giving program. This is an exciting opportunity for a dynamic fundraising professional who thrives on building meaningful donor relationships, creating innovative giving strategies, and advancing a mission that makes a lasting difference.

## **What Your Day will Look Like**

The Director of Individual Giving will oversee the development, implementation and effective management of high-level multi-year strategies to grow the individual giving of Safe +Sound Somerset including annual giving, direct response, major donors, special events and foundations. This position will report to the Chief Financial Officer and will work in tandem with the CFO, CEO and members of the Board. The Director of Individual Giving will also supervise and mentor members of the development team to ensure success in fundraising and the growth of our staff.

## **What You Bring to this Role**

The Director of Individual Giving will play a critical leadership role in developing and executing high level, comprehensive fundraising initiatives that inspire donor engagement, strengthen donor retention, and increase philanthropic support across annual, major, and planned giving programs.

## **What We are Looking For**

Candidates for this role should have the following qualifications:

A Bachelor's Degree with 3 years' minimum experience in professional fundraising; (CFRE Preferred). Strong interpersonal and writing skills. Three years' knowledge and experience in non-profit fundraising techniques, particularly major gift fundraising. Success in this position is dependent on a true growth (entrepreneurial) mindset to enhance our current fundraising successes and create bold and strategic pathways for the future. Must have the ability to work with and motivate staff, board members and other volunteers. Ability to build external relationships. Goal driven to initiate donor visits and fundraising calls. Organized and exhibit "follow through" on tasks and goals. Display positive behavior and concern for people and community; demonstrate presence, self-confidence, and good listening aptitude.

## **What We Offer**

We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. We provide a comprehensive medical and benefits package, flexible paid time off/sick time, Employee Assistance Program, 401K plan and flexible work schedules in a hybrid work environment .

Salary range for this role is \$70,000-\$90,000.

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer

To learn more, visit our website at [www.safe-sound.org](http://www.safe-sound.org)

Please submit your letter of interest and resume to [humanresources@safe-sound.org](mailto:humanresources@safe-sound.org).

Please write "Director, Individual Giving" in the subject line.