



Girls Incorporated®  
of Alameda County

## Girls Inc. of Alameda County Director of Individual Giving

### **Organizational Overview**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

### **Position Overview**

Girls Inc. of Alameda County is searching for a skilled Strategic Fundraiser, who is comfortable leading the efforts of stewardship and cultivating donors. Reporting to the Chief Development Officer, and working also with the CEO, he/she will be a key member of the collaborative efforts to raise awareness and critical philanthropic partnerships for Girls Inc. of Alameda County. Under the direct supervision of the Chief Development Officer, the Director of Individual Giving is responsible for creating and implementing a comprehensive annual giving program with strategies for the expansion of major gifts from individuals and private foundations. The position works with senior staff, board members and volunteers in major donor cultivation, solicitation and stewardship. The director is also responsible for developing and managing other effective fundraising activities, including direct mail and special events. The right candidate will be a passionate connector and storyteller who can managing a portfolio of major donors, through cultivation, solicitation and stewardship. Responsibilities include expanding organization's visibility among various donor circles through networking and marketing opportunities. Understanding of corporate giving programs, including cause-related marketing, event sponsorship, employee donations and company matching gift programs highly desirable. Raiser's Edge experience preferred.

### **Major Duties and Responsibilities**

- Commitment to meeting individual goals and supporting colleagues with team goals.
- Develop and manage an active portfolio of donors, private foundations and prospects
- Develop and manage all fundraising activities set out in the annual giving program, including direct mail and acquisition campaigns, through setting strategies, monitoring goals, and analyzing results
- Create and manage specific strategies for moving up donors, including the identification of prospects

- Collaborate with program staff to maximize potential of all fundraising opportunities
- Monitor team calendar of fundraising activities, events and mailings
- Manage donor communications, including newsletters, solicitations, invitations, and thank you letters
- Ensure donors are solicited and thanked in an accurate and timely manner
- Plan and participate in fundraising, cultivation and stewardship events, such as the annual thank-a-thon
- Lead team-building projects and communication strategies to support the Chief Development Officer in creating an effective work environment by cultivating good intradepartmental relationships
- Other duties as assigned

#### ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- A minimum of three years job experience in successful development and implementation of a comprehensive annual giving program with increasing levels of responsibility, including proven fundraising results
- BA/BS or equivalent required.

#### Qualifications

- Passion for the mission of Girls Inc. of Alameda County
- Track record of successful fund development in the Bay Area preferred
- Effective collaborator and networker
- Resourceful problem-solver and strategic thinker
- Experience working with board members to grow donor network
- Demonstrated success in a fast-paced environment where multi-tasking and priority-setting abilities are critical to success
- Self-reliant, good problem solver, results oriented

#### Salary and Benefits

Salary commensurate with experience. Girls Inc. offers employer paid medical benefits, a 403B plan and voluntary vision, dental and life insurance. Flexible spending and pre-tax parking and transit plans are also available. Girls Inc. of Alameda County is proud to be an equal opportunity workplace. At Girls Inc., promoting, celebrating, and supporting diversity is core to our mission. Individuals are considered without regards to race, gender, age, sexual orientation, gender expression, religion, color, veteran status, disability, marital status, or ancestry. People of color are strongly encouraged to apply for this position.

#### To APPLY

Please send resume and cover letter to: [talent@girlsinc-alameda.org](mailto:talent@girlsinc-alameda.org)

For more information about Girls Inc. of Alameda County, please view our website at:

[www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)