

## Director of Individual Giving and Donor Relations

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The Director of Individual Giving and Donor Relations grows the organization's contributed revenue by enhancing the annual fundraising program, managing an active portfolio of individual investors, including event sponsors, and ensuring the quality of strong fundraising data.

The role supports the optimal use of the department's Raiser's Edge donor and volunteer database towards fundraising goals, and supervises the Database and Donor Relations Manager.

The Director of Individual Giving and Donor Relations reports directly to the Chief Development Officer (CDO) and works closely with senior staff, board members, donors, and volunteers in donor cultivation, solicitation and stewardship.

### Job Summary

- Cultivate and manage an active portfolio of individual investors with the capacity to invest \$1,000 and more to Girls Inc. of Alameda County (GIAC).
- Develop, manage, and expand fundraising strategies, in partnership with the CDO, related to a variety of fundraising activities including, but not limited to the: Annual Gala, Strong, Smart & Bold Luncheon and campaigns for the College Shower, Annual Giving, and Giving Tuesday.
- Collaborate with all GIAC staff to maximize potential of fundraising opportunities.
- Enhance the Women of Impact program to build fundraising potential and a desirable program for women leaders that benefits Girls Inc. girls, the agency, and the women involved.



- Work with the Database and Donor Relations Manager to establish processes and policies for data entry, maintenance and cleansing; to monitor results of fundraising activities, and to support fundraising reporting efforts.
- Provide oversight for fundraising-related communications.
- Demonstrate leadership as an active member of the Senior Leadership Team (SLT) and one of the senior leaders on the Development Team through active participation in agency-wide projects that advance the agency's positioning and further exemplify the excellence of the organization.
- Partner with the CDO to create an effective team and work environment by setting an example of being Strong, Smart, and Bold.
- Perform other duties as assigned in person or in virtual workspace.

## About You

- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc. of Alameda County.
- A minimum of five years professional experience in successful development and implementation of a comprehensive annual giving program with increasing levels of responsibility, including proven results
- Experience supervising staff, including the ability to train, inspire, and motivate
- Working knowledge of Raiser's Edge preferred or skill with other fundraising CRMs
- Customer service oriented
- Gifted relationship-builder, with the skills and ability to build strong rapport with internal and external stakeholders
- Strong oral and written communication skills with an understanding of how to convey a compelling story
- Resourceful problem-solver and strategic thinker
- Excellent project management skills, successfully managing competing priorities and deadlines, experience with Asana a plus
- Ability to handle confidential and sensitive information
- Commitment to meeting individual goals and supporting colleagues with team goals
- BA/BS or equivalent work experience



## What We Offer

- Compensation: Range of \$85,000 to \$95,000 annually
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

### Equal Opportunity Employment Statement

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

