



Inspiring all girls  
to be strong,  
smart, and bold

**Girls Inc.**  
441 W Michigan St.  
Indianapolis, IN, 46202

Tel: (317) 634-7546

[girlsinc.org](http://girlsinc.org)

## JOB POSTING

**POSITION:** Director of Major Gifts and Corporate Partnerships

**REPORTS TO:** Chief Development Officer

**LOCATION:** New York National Office

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at [www.girlsinc.org](http://www.girlsinc.org).

### Specific Responsibilities Include:

#### Major Gifts:

- Focus on gifts at a level to be determined
- Prospect research
- Create strategy and structure for fundraising outside of luncheons
- Work closely with CEO, Board, and CDO on top level cultivation and solicitation activities.
- Manage Donor Relations Manager, Individual Giving Assistant.
- Develop a comprehensive plan with measurable goals and objectives that will provide an appropriate level of stewardship to high-level individual donors and corporate partners
- Set and meet all annual giving dollar, acquisition, retention and upgrade goals, and monitor, analyze and report on progress, making adjustments as necessary.
- Working closely with CEO, CDO and Board, manage individual donors of \$20M growth capital campaign.
- Develop list of prospective donors and a system for screening and evaluating prospects.
- Develop a cultivation and solicitation calendar as part of the plan.
- Coordinate development of creative packages, solicitations and fundraising appeals to various affinity groups in a timely manner.
- Coordinates acknowledgment process with Development Assistant and assure that they are sent promptly to donors.

- Works with Database Administrator to collect, record and maintain accurate donor information maintained in the Salesforce database system and to create applicable reports.

#### Corporate Partnerships:

- Establishes strategic marketing plan to achieve yearly revenue goal in corporations.
- Identifies, qualifies, cultivates, solicits, recognizes and stewards corporate prospects and donors. Manages a portfolio of key corporate donors/prospects. Identifies and enlists new funders through an entrepreneurial approach to prospect identification and cultivation.
- Researches, identifies and recommends a range of philanthropic and marketing-related strategies to ensure that Girls Inc. partners with corporations and other external organizations whose brand values are consistent with the organization.
- Develops detailed cultivation and solicitation strategies for each corporate prospect/donor within the context of a multi-year strategy targeted to achieve annual fundraising goals.
- Nurtures and preserves organization's core values; maintains consistent corporate image (brand integrity) in all materials.
- Work with the CDO on special assignments. Implement activities in support of other fundraising initiatives as deemed appropriate.

#### **QUALIFICATIONS:**

- BA/BS requires, plus a minimum of 7 years of fundraising experience with a successful track record in individual giving and corporate partnerships.
- Excellent planning and organizing skills; ability to manage multiple tasks efficiently.
- Results-oriented with demonstrated capacity to adapt to changing conditions.
- An excellent steward of interpersonal relationships.
- Skilled in spreadsheet, word-processing and database software; Salesforce or other fundraising software preferred.
- Responsible, flexible, and energetic.
- Ability to work in a team environment and adapt to various working styles
- Commitment to the mission of Girls Inc.
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations

**HOW TO APPLY:**

Interested applicants should submit a cover letter and resume including salary requirements to the link [here](#) no later than July 6, 2019. No phone calls, please.

**GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER**