Position: Director of Major Gifts

Reports to: Chief Development Officer

Location: New York City

Status: Full-time, Exempt

Background:
Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary:
Under the direction of the Chief Development Officer, the Director of Major Gifts is an integral member of the Development Department and will drive the overall strategy and execution of the individual giving program. The individual giving program is a combined unit that includes major gifts ($5,000+), an annual fund, planned giving, fundraising events and various other cultivation and retention efforts in order to secure approximately $4 to $6 million in unrestricted support for the strategic vision of the national office. The director will supervise and mentor the individual giving team as well as solicit gifts from high-net worth individuals.

RESPONSIBILITIES

- Directs and develops detailed annual and multi-year plans for all areas of major, annual and planned giving, including goals, timelines, projections and tactical approaches.
- Supervises and mentors an Assistant Director of Annual Giving as well as a Development Coordinator.
- Oversees areas such as special events, donor stewardship societies, affinity groups and other engagement opportunities like annual galas and a network-wide virtual fundraiser to engage individual donors.
- Actively manages an assigned portfolio of approximately 75 deep-capacity donors/prospects with a particular focus on securing five- and six-figure multi-year commitments, ensuring that the appropriate cultivation, stewardship and solicitation strategies are developed.
Visits frequently with high-capacity individuals in order to stay engaged and move the needle on a potential solicitation.

Works in partnership with the Development Operations Manager to set the communication calendar and solicitation strategy for online and off-line mass mailings and seasonal appeals.

Supports the tracking, monitoring and reporting of donor interactions in the CRM system, Salesforce, to improve systems to effectively and grow the donor pipeline.

Effectively manages the involvement of the CEO, CDO, Board, affinity groups and other senior staff in fundraising activities.

Occasional evening and weekend work as well as travel will be required at times.

Other special assignments in support of the Development team and the department as deemed appropriate by the CDO.

**QUALIFICATIONS:**

- BA/BS required plus a minimum of 5 years of fundraising experience with a successful track record as a front-line fundraiser at a non-profit.
- A minimum of two years of supervisory experience.
- Results-oriented, creative, persuasive, tactful with the ability to work in a high-performing entrepreneurial environment.
- Strong collaborator with the ability to adapt to various working styles.
- Exceptional verbal, written, interpersonal, analytical and organizational skills.
- Excellent computer skills, including G Suite and MS Office Suite and database software; Salesforce preferred.
- Commitment to the mission of Girls Inc.
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations.

**To Apply:** Applicants must submit a cover letter and a resume for consideration to humanresources@girlsinc.org. No phone calls, please.

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