**JOB ANNOUNCEMENT**

**Director of Individual Giving (Full-time, Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified as a CDFI by the U.S. Treasury, Opportunity Fund has a staff of 75 and offices in San Jose, San Francisco and Los Angeles. Since 1994, our team has deployed over $370 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products that provide the opportunity to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary**:

Opportunity Fund is seeking a highly qualified, highly motivated Director of Individual Giving to manage a growing individual giving program. Reporting to the Chief Development Officer, the Director of Individual Giving will oversee all aspects of individual fundraising, including identifying new prospects and initiating contacts, developing appropriate cultivation strategies to build relationships with potential donors, strengthening existing donor relationships to move potential donors in an appropriate and timely fashion toward solicitation, making solicitations when appropriate, and ensuring effective stewardship for donors. The Director will supervise an individual giving team, including a Database Administrator and Development Associate.

The ideal candidate will have a rich fundraising background with progressive and successful development experience, including annual fund and major gifts; a strong track record of successful management of individual giving; and a deep understanding of the needs and interests of major donors. The candidate will have excellent communication skills, both written and verbal, and the ability to convey complex, strategic information in a compelling, straight-forward voice to both internal and external audiences. The candidate must have excellent organization and time management skills and have strong attention to detail. The ideal candidate should enjoy working directly with donors, as well as working behind the scenes with management, staff, and board members to support fundraising activities. The candidate should also thrive in an entrepreneurial environment, be a great team player, and be enthusiastic about furthering Opportunity Fund’s mission.

**Responsibilities:**

* Work closely with the Chief Development Officer, Chief Executive Officer, Board, and other members of the development and marketing team to build the capacity of Opportunity Fund’s individual giving program to meet established program and operating needs and ensure a sustainable source of funding for the organization.
* Lead team of 2-3 staff to develop and execute annual individual fundraising plan to meet Opportunity Fund’s individual contributed revenue goals (FY16 goal = $850,000) and ensure that all members of the Individual Giving Team are effective in their roles and responsibilities.
* Effectively identify, cultivate, and develop/manage solicitation and stewardship strategies for a portfolio of 100-150 individual donors and prospects, with primary responsibility for major gift solicitation and donor retention in the $10,000 to $250,000 range. Serve as lead relationship manager for a personal portfolio of 50-100 donors, developing and implementing strategies to move these prospects towards established goals, while choreographing moves, making assignments to other staff and volunteers as appropriate, and ensuring timely follow-through for the rest of the portfolio.
* Oversee efforts to execute multi-channel (online, print) annual giving campaigns targeting donor acquisition and renewal below $1,000, and Giving Day strategies targeting prospects at the $1,000 to $10,000 level.
* Help recruit, train, coach, and motivate Board members and other volunteers to engage in effective solicitations and other coordinated cultivation/stewardship activities.
* Supervise individual giving team, including Database Administrator (responsible for gathering, managing, tracking, and reporting on all donor and gift data) and Development Associate (responsible for providing administrative support including donor acknowledgments and recognition, direct mail, and special events).
* Support Chief Development Officer and/or Chief Executive Officer with strategy and relationship management of individual donors and prospects to nurture and build investor relationships, as needed.
* Initiate development and implementation of new and creative engagement and cultivation strategies to effectively acquire, retain and upgrade donors; work in concert with other members of the Fundraising and Marketing teams to bring these strategies to fruition.
* In collaboration with Marketing team, develop all individual donor communications
* Partner with Marketing team to plan and design strategic cultivation and stewardship events in support of philanthropic giving, including host committee and volunteer outreach.
* Prepare oral and written presentations, including solicitation appeals that may be customized to meet individual prospect/donor needs and circumstances, collateral materials, donor reports and acknowledgements, as required
* Prepare and monitor short and long-term plans, timetables and budgets for individual giving. With support from Database Administrator, measure, track, and report progress against revenue targets and other established metrics (such as new donors, retained donors, cultivation moves, etc.) in regular performance updates to management team and stakeholders.
* Lead in the development of best practices, polices and strategies related to fundraising activities at Opportunity Fund
* Provide staff support for Board development committees, as assigned.

**Qualifications:**

* 5-10 years of individual fundraising experience, including major gift fundraising.
* Demonstrated knowledge of cultivation, solicitation, and stewardship strategies and techniques related to major gift and annual giving campaigns.
* Demonstrated record of success in generating significant commitments from major donors.
* Excellent organizational, interpersonal, and networking skills with large groups as well as with individuals; ability to initiate and build relationships with prospective individual donors.
* Excellent interpersonal and communication skills – should LOVE to network, meet new people, cultivate and convert them into prospects and/or network members.
* Excellent written and oral communication; ability to convey complicated concepts in an engaging and meaningful manner to diverse audiences.
* Demonstrated strategic thinking and problem solving skills.
* Ability to work independently and successfully manage multiple projects with competing deadlines.
* Strong contributor within a team environment.
* Enthusiasm for Opportunity Fund’s mission of helping working people advance their economic well-being.
* Thrives in an entrepreneurial environment - enjoys intellectual challenge and fast pace and working independently as well as part of a team
* Vehicle and ability to travel within San Francisco Bay Area several times a month, including occasional evening or weekend events.
* Bachelor’s degree required.

**Compensation, Benefits and Office Location**:

* Competitive salary commensurate with experience.
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
* Tax deferred 403(B) retirement plan (some employer contribution & matching);
* Paid vacation (increased with tenure), holidays and sick leave days.
* Public transportation or paid parking benefit.
* Location: Opportunity Fund’s San Jose or San Francisco Office.

**To Apply:** Interested candidates should email jobs@opportunityfund.org with a resume and thoughtful cover letter that explains interest in the position and organization, and how your skills and experience meet the requirements of the position. Please specify “Individual Giving” in the subject heading line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer. www.opportunityfund.org