



HUMBOLDT AREA
FOUNDATION

DIRECTOR OF DONOR ENGAGEMENT
Job Announcement
DECEMBER 2017

Location: Bayside, CA
Department: Donor Engagement
Reports To: Executive Director
Time Base: Full time M-F, may include weekend or after hours work as needed
Status: Exempt
Salary Range: \$70,000 - \$90,000/year, depending on experience, includes health benefits, retirement benefits, paid holidays and sick time
Application Deadline: Friday, January 26, 2018

About Humboldt Area Foundation

Humboldt Area Foundation is the Community Foundation of and for the residents of four counties including Humboldt, Del Norte, Curry, and Trinity. We promote and encourage generosity, leadership, and inclusion to strengthen our communities. Community foundations provide opportunities for individuals, organizations, and companies to fund important community activities where they live and work, and for them to work together on common goals. Humboldt Area Foundation provides grants to support activities with positive impacts on residents' lives, and also brings community members and leaders together to address social and regional challenges and long-term solutions.

Job Description Summary

The Director of Donor Engagement is expected to be a full participant in achieving Foundation objectives of generosity, leadership and, inclusion for the entire organization. This position is responsible for connecting donors to HAF work in the community and to effectively communicate HAF's efforts overall.

This individual is responsible for direction and oversight of all HAF donor services, including planned giving, facilitating donor generosity, and new fund creation. Additionally, they will provide technical assistance for individuals and their advisors to develop planned gifts; assist in the creation of outreach and communications materials; identify and build relationships with key people in communities; integrate efforts with HAF's community initiatives, grantmaking, programs, and affiliates; and support the establishment of the Opportunity Fund. In conjunction with the HAF Board of Directors, Executive Director, and Senior Management team, this position has specific responsibility for related policy and procedure development, plus supervision of Donor Engagement personnel.

The ideal candidate will possess superior organizational, planning, and engagement skills to ensure alignment of role and responsibilities of self and team within HAF's mission, culture, values, and strategic goals; is self-motivated, accountable and interested in professional and personal development, with high integrity in actions, communications, relationships, and in leading teams; is willing and able to grow in understanding of local cultures and regional characteristics, and uses a goal of diversity and equity to inspire collaboration and communications; and represents all the work of HAF with enthusiasm and presents publicly as needed.

Minimum Qualifications

- Ten years of progressively responsible work experience in developing long-term customer/client/donor relationships which has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Proven record of developing relationships
- Ability to communicate effectively with a diverse population, establish and maintain working relationships with individuals from diverse backgrounds, and demonstrated respect for cross-cultural perspectives and experiences
- Experience in leadership and management with demonstrated commitment to teamwork and intra-team cooperation
- Commitment to promoting and encouraging generosity, leadership, and inclusion
- Experience in providing excellent customer service working with a diverse public in a welcoming and helpful manner
- Excellent listening skills and emotional intelligence
- Experience in the leadership development of others, mentoring staff and building relationships
- Ability to take initiative as well as to collaborate in problem-solving
- Organizes time wisely and prioritizes workloads to meet deadlines in a busy office environment
- Handles interactions with creativity and diplomacy
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Performs work with a high level of accuracy, is able to identify and correct mistakes in own work
- Ability to provide sound judgment and offer solutions operating with the highest levels of personal integrity and ethical standards
- Illustrates strong written communication skills including written correspondence etiquette for a business setting
- Proficiency executing intermediate to advanced-level functions with the Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Experience with and comfort learning new software such as donor management or constituent relationship management systems
- Ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Must possess a valid California driver's license and current auto insurance

Preferred Qualifications

- Bachelor's or Master's degree
- Experience with community foundations and/or planned giving
- Experience with legal and regulatory compliance issues related to community foundations and nonprofit grantmaking
- Experience and knowledge of the full spectrum of fund development, including planned giving, gift solicitations, stewardship, donor recognition, and administration
- Proficiency with database programs
- Experience working within a leadership team and with a Board of Directors
- Knowledge of budgeting principles and practices
- Applicable bilingual proficiency in Spanish or local native language

Physical & Mental Requirements of Job

All of the job functions listed above involve, to a greater or lesser degree, the following physical and mental demands: close vision, hearing/listening, clear, complete speech, finger & hand dexterity, walking, lifting, carrying, sitting, complex reading, simple writing, clerical, perception/comprehension, math skills, good judgment, and decision-making.

Application Procedure: Please email the following three (3) documents to admin@hafoundation.org:

1. An electronic **resume** (preferably in PDF or Word format)
2. A **cover letter** (Please use your cover letter to explain your experience in any of the minimum or preferred qualifications required for this position if they are not specifically addressed in your resume. Applicants are evaluated based on how well they match the desired qualifications in this job description.)
3. A **short writing sample** (no more than 3-5 pages, demonstrating your ability to think critically and communicate effectively)

More Information: For more information about this position, contact Patrick Cleary at patrickc@hafoundation.org or (707)442-2993. For more information about Humboldt Area Foundation, visit www.hafoundation.org.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.