Director - Donor Relations and Development
JOB DESCRIPTION
February 2021

Location:                         Bayside or Crescent City, CA or telework as required per COVID-19 safety protocols
Department:                    Advancement and Philanthropic Innovation
Reports to:                   VP, Advancement and Philanthropic Innovation
Time Base:                         Full time, Monday-Friday, including weekends and evenings as needed
Status:                                 Regular, Exempt
Market Wage:                 $92,011
Hiring Range:                  $73,609 - $82,810 depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of Humboldt, Trinity, Del Norte, and Curry counties by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. HAF, along with its affiliate Wild Rivers Community Foundation, focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. Long-standing programs of the foundation include the Native Cultures Fund and the Northern California Association of Nonprofits, and current initiatives include Building Healthy Communities—a 10-year initiative focused on improving the health and wellbeing of Del Norte County and Tribal Lands—and the Equity Alliance of the North Coast—a collaborative effort to understand and improve racial and social equity through education, dialogue, and coaching opportunities.

Job Description Summary

Humboldt Area Foundation is seeking an experienced leader focused on donor engagement and cultivation to join its Advancement and Philanthropic Innovation team. The ideal candidate for the Director of Donor Relations and Development position is a mission and values-driven, engaging,
entrepreneurial, and highly motivated fundraiser with superb communications, storytelling, and organizational skills. The Director of Donor Relations and Development is responsible for the care and maintenance of relationships with regional donors, creating and implementing a strategic donor cultivation and development plan, and fostering a world-class donor experience through exceptional donor stewardship. This position requires proactive customer service skills alongside a deep understanding, or capacity to learn, the myriad of issues that underserved communities face in our region, and the ability to articulate those issues to donors while building and maintaining strong relationships.

The Director of Donor Relations and Development provides expertise, direction, and support to regional donors, including planned giving, new fund and legacy creation, and promoting the work and values of the foundation. This position is part of the Foundation’s leadership team, and supervises donor related staff and volunteers.

**DUTIES AND RESPONSIBILITIES**

- Create and implement a strategic donor cultivation and development plan in coordination with the VP of Advancement & Philanthropic Innovation and aligned with organization strategy and regional needs
- Create, manage, and implement all aspects of exceptional, tailored, and proactive donor stewardship that is an authentic, positive, and transformative lasting experience for the donor. Evolve the systems, communications, and relationships around donor engagement including cultivation of new donors and inspiring existing ones toward community needs
- Elevate stories of impact and service across communities through different platforms including media, social media, publications, philanthropic networks, and funder interest groups
- Develop and maintain solid working relationships across the foundation to accomplish strategic goals and interventions. Represent donor development at meetings and on project teams across the foundation, providing expertise on engaging donors and raising funds
- Creation and proper set up of all agreements with donors, including fund agreements, bequests, and planned giving documents with a high attention to detail
- Actively participate as a member of the leadership team, and contribute to creating a culture of iteration, adaptation, learning, critical thinking, and data-supported decision-making throughout the foundation
- Understand innovative best practices, current trends, and regulations across the national philanthropic sector related to donor engagement and development. Remain informed on legislative, legal, accounting, investment, and technology issues and opportunities as they affect current and prospective donor engagement
- Utilize CRM and analytical systems to understand patterns of giving and inform campaigns, trends, and opportunities for giving at the local, state, and national level
- Ensure that complex and technical information is conveyed in a way that is understandable and exciting to donors, understanding what is important to donors and addressing the underlying motivations that fuel giving and inspire long-term support
- Oversee planned giving, including meeting with and providing technical assistance for individuals and their advisors to develop planned gifts such as bequests. Develop and maintain excellent relationships with estate planning attorneys, accountants, investment brokers, financial planners, and other professional advisors
• Prepare monthly reports and analyze progress toward goals; ensure the maintenance of up-to-date, accurate, and consistent entries in CRM database
• Supervise, coach, and mentor staff and volunteers related to donor engagement and development
• Serve as regional spokesperson with HAF donors

Minimum Qualifications

• Bachelor’s Degree and 8 years of progressively responsible work experience in developing long-term customer/client/donor relationships which has provided the individual with the knowledge, skills, and abilities listed below:

Knowledge, Skills, and Abilities
• Proven record of cultivating and maintaining strong donor relationships with excellent listening skills, emotional intelligence, creativity, diplomacy, and sensitivity, while maintaining a high level of emotional intelligence and empathy
• Strong networker with ability to build deep, strategic relationships with donors. Awareness of local, national, and international issues of importance to donors and the philanthropic sector
• Demonstrated commitment to racial, economic, and social justice including an ability to communicate effectively with a diverse population, establish and maintain working relationships with individuals from diverse backgrounds, and demonstrate respect for cross-cultural perspectives and experiences
• Commitment to promoting and encouraging generosity, leadership, and inclusion
• Exceptional team member who is collaborative, flexible, adaptable, empathic, and ready to respond to shifting needs and priorities
• Experience in leadership and management with demonstrated commitment to intra-team cooperation, leadership development of others, mentoring staff and building authentic relationships, and optimizing team performance
• 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
• Maintains confidentiality and protects sensitive information in accordance with organizational standards; possesses sound judgment and offers solutions with the highest level of personal integrity and ethical standards
• Strong software skills in donor CRM, Microsoft Office Suite, Google Suite, and Outlook.
• Highly creative and entrepreneurial individual who is a strategic thinker and a strong fundraiser with a passion for connecting people with regional needs and organizational goals
• Excellent communication (written and verbal), presentation and listening skills for multiple and diverse audiences.
• Ability to manage multiple projects with specific deadlines while delivering high quality work.

Preferred Qualifications

• 10+ years demonstrated experience in donor relations, stewardship, and service offerings
• Master’s Degree
• Knowledge of and experience/relationships within our four-county region and diverse communities
• Proficiency with Raiser's Edge software
• Verified track record of meeting or exceeding measurable fundraising goals in a fast-paced environment
• Bilingual proficiency of one or more languages spoken in our four county region
• Experience with legal and regulatory compliance issues related to community foundations and nonprofit grant making
• Experience and knowledge of the full spectrum of fund development, including planned giving, gift solicitations, stewardship, donor recognition, and administration

**Physical & Mental Requirements of Job**

Work is primarily performed in office settings. Current safety protocols related to the COVID-19 pandemic require most work be performed off-site at employees' home locations. If this remote work is not possible for the employee, accommodations made be considered to allow for work to be performed in an HAF office location. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech, and lifting of up to 15 pounds.

_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._

_____________________________  ________________________________
Employee's Signature  Supervisors Signature

Date:_______________________  Date:____________________________