NOW RECRUITING
HUMBOLDT AREA FOUNDATION

Donor Relations and Development Director

Location: Bayside or Crescent City, CA
Short-term: Telework as required per COVID-19 safety protocols
Reports to: VP, Advancement and Philanthropic Innovation
Team: Advancement and Philanthropic Innovation
Time Commitment: Full time M-F, may include weekend or after hours work as needed
Status: Regular Exempt
Compensation: $73,609 - $82,810 depending on experience, plus health benefits, retirement benefits, paid holidays and sick time
Application Deadline: This position will remain open until filled, but priority consideration will be given to those who apply by 5pm on February 19, 2021

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.

Updated 02/2021
About the Opportunity
If you are mission and values-driven, engaging, entrepreneurial, and highly motivated fundraiser with superb communications, storytelling, and organizational skills, Humboldt Area Foundation needs you to join our Advancement and Philanthropic Innovation team! As Director of Donor Relations and Development, you will be 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. An experienced leader focused on donor engagement and cultivation, you bring proactive customer service skills alongside a deep understanding of 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.

In this role, you will provide expertise, direction, and support to regional donors, including planned giving, new fund and legacy creation, while promoting the work and values of the foundation. You will be part of the Foundation’s leadership team, and will supervise donor related staff and volunteers.

Donor Cultivation Strategy
In active collaboration the VP of Advancement & Philanthropic Innovation, and aligned with organization strategy and regional needs, you will create and implement a strategic donor cultivation and development plan. You will have the opportunity to incorporate innovative best practices, current trends, and regulations across the national philanthropic sector related to donor engagement and development. Meanwhile, your expertise will keep the foundation informed on legislative, legal, accounting, investment, and technology issues and opportunities as they affect current and prospective donor engagement.

Donor Stewardship
In this position, you will create, manage, and implement all aspects of exceptional, tailored, and proactive donor stewardship to create an authentic, positive, and transformative lasting experience for the donor. To that end, you will work to evolve the systems, communications, and relationships around donor engagement, including cultivation of new donors and inspiring existing ones toward community needs.

As Director, you will oversee planned giving, including meeting with and providing technical assistance for individuals and their advisors to develop planned gifts such as bequests. As part of the planned giving program, you will develop and maintain excellent relationships with estate planning attorneys, accountants, investment brokers, financial planners, and other professional advisors.

Donor stewardship at HAF includes the creation and proper set up of all agreements with donors, including fund agreements, bequests, and planned giving documents with a high attention to detail. Operational aspects of the role include ensuring the maintenance of up-to-date, accurate, and consistent entries in the CRM database, and utilizing our CRM and analytical systems to understand patterns of giving to inform campaigns, trends, and opportunities for giving at the local, state, and national level. As Director, you will be responsible for preparing monthly reports and analyzing progress toward goals.

Communication
This is a highly visible position, serving as regional spokesperson with HAF donors. As Director, you will elevate stories of impact and service across communities through different platforms including media, social media, publications, philanthropic networks, and funder interest groups. You are energized by the challenge of conveying complex and technical information in a way that is understandable and exciting to donors – knowing what is important to donors and addressing the underlying motivations that fuel giving and inspire long-term support.

Team, Organizational, and Administrative

Updated 02/2021
Foundational to the success of this role is the ability to develop and maintain solid working relationships across the foundation to accomplish strategic goals and interventions. As Director, you will represent donor development at meetings and on project teams across the foundation, providing expertise on engaging donors and raising funds.

As a member of the Leadership team, you will actively contribute to creating a culture of iteration, adaptation, learning, critical thinking, and data-supported decision-making throughout the foundation. Meanwhile, you will supervise, coach, and mentor staff and volunteers related to donor engagement and development. A key aspect of the work is participation in implementing racial equity efforts and commitments to ensure alignment in all of our donor relations and development efforts.

Ideal Candidate
You are a highly creative and entrepreneurial individual – a strategic thinker and a strong fundraiser with a passion for connecting people with regional needs and organizational goals. You have a proven record of cultivating and maintaining strong donor relationships, employing excellent listening skills, emotional intelligence, creativity, diplomacy, and sensitivity, while maintaining a high level of emotional intelligence and empathy. You are a strong networker with the ability to build deep, strategic relationships with donors. Your career demonstrates a commitment to promoting and encouraging generosity, leadership, and inclusion.

You possess excellent written and verbal communication skills, presentation skills, and listening skills for multiple and diverse audiences. Your demonstrated commitment to racial, economic, and social justice includes an ability to communicate effectively with a diverse population, to establish and maintain working relationships with individuals from diverse backgrounds, and to demonstrate respect for cross-cultural perspectives and experiences.

Your experience in leadership and management demonstrates a commitment to intra-team cooperation, leadership development of others, mentoring staff and building authentic relationships, and optimizing team performance. You are an exceptional team member who is collaborative, flexible, adaptable, empathic, and ready to respond to shifting needs and priorities.

As a professional, you can both take initiative and collaborate in problem-solving. You organize your time wisely and prioritize workloads (your own and those of others) to meet deadlines in a busy office environment. You have the ability to manage multiple projects with specific deadlines while delivering high quality work.

As a leader in the field, you maintain awareness of local, national, and international issues of importance to donors and the philanthropic sector.

You have a natural inclination to maintain confidentiality and protect sensitive information in accordance with organizational standards. Your sound judgment leads you to offer solutions with the highest level of personal integrity and ethical standards.

Your computer literacy is a given, including proficiency with donor CRM, Microsoft Office Suite, Google Suite, and Outlook.

A truly outstanding candidate has experience and knowledge of the full spectrum of fund development, including planned giving, gift solicitations, stewardship, donor recognition, and administration, and a verified track record of meeting or exceeding measurable fundraising goals in a fast-paced environment. Preference will be given to candidates with knowledge of and experience/relationships within our four-county region and diverse communities. Proficiency with Raiser’s Edge software is helpful, as is experience with legal and regulatory compliance issues related to community foundations and nonprofit
grant making. Bilingual proficiency of one or more languages spoken in our four-county region is a strong plus.

**Key Qualifications**
A successful candidate is expected to have a Bachelor’s degree and eight (8) years of progressively responsible work experience developing long-term customer/client/donor relationships, leading to the knowledge, skills, and abilities as described above. Preferred qualifications include a Master’s Degree and/or 10+ years demonstrated experience in donor relations, stewardship, and service offerings.

**Application Procedure**
Please email the following two (2) documents as well as your salary requirements in Word or PDF format to jobs@hafoundation.org:

1. Resume
2. A cover letter

The deadline to apply for this position is 5pm on Friday, February 19, 2021.

We evaluate applicants based on how well they match the qualifications listed, so please use your cover letter as an opportunity to explain and expand upon your skills and experience in these areas. Also, if you are not currently located in our four-county region, please include in your cover letter an explanation of your interest in potentially relocating.

Please also note, that we do not consider references until the final stages of our hiring process and that they are not required in the information that you submit in your initial application. 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.*