**Job Order Details**

**Title: Director, Major Gifts**

**Team: Development**

**Location: Charleston, SC**

**Start Date: June 1, 2019**

**Status: Exempt**

**Strand(s): Outreach, Project Management**

**Job Code: 2-2-2**

**The Role**

The Director, Major Gifts manages a portfolio of donors and drives the strategy for our individual giving program. Working in close partnership with the Managing Director of Development and the Executive Director, you will create and execute an operational plan to meet fundraising goals, develop strategies and cultivation plans for a portfolio of donors and prospects, and support the MD, Development and Executive Director to cultivate, solicit and steward donors. You are strategic and able to operationalize complex plans, committed to consistently learning and growing, compelling and inspiring in all communication. You are big-picture oriented but obsessive about the details, and laser-focused on achieving outcomes.

**THE ORGANIZATION**

There are more than 16 million children growing up in poverty in the U.S., and less than 10 percent of them will graduate from college. These statistics are not a reflection of our children’s potential; we know that children growing up in poverty can and do achieve at the highest levels. Rather, these statistics reflect the systemic lack of access and opportunity for children in low-income communities.

Teach For America’s (TFA) [mission](https://www.teachforamerica.org/about-us/our-mission) is to find, develop, and support a diverse network of leaders committed to expanding opportunity for children from classrooms, schools, and every sector and field that shapes the broader systems in which schools operate. We are seeking individuals who align with our mission and [core values](https://www.teachforamerica.org/about-us/our-story/our-values) and are ready to join us in this [global movement.](https://youtu.be/QIGH3DYkO5g)

**Primary Responsibilities**

**Donor Strategy and Planning (20%)**

* Develop and execute yearly cultivation/stewardship goals and plans for the individual giving portfolio.
* Plan and execute a yearly series of touch-points to cultivate potential individual donors and steward current supporters.

**Portfolio Management (45%)**

* Build and manage a portfolio of 100+ individual donors giving $2,500 or more, building a strategy to renew and upgrade our current base and bring in new supporters.
* Support MD and ED in building excellent relationships with prospects and current donors in the portfolio, working managing those relationships through layers.
* Analyze the interests of donors and prospects to develop compelling pitches, engagement strategies and stewardship plans, using historical and market data to inform revenue goals and benchmarks.
* Create high-quality meeting prep materials for the MDD and ED to conduct meetings and school visits; occasionally conduct/support these meetings.
* Draft and review compelling fundraising communications about Teach For America’s vision, priorities, and goals, including written appeals, renewal notices, reports, proposals, and event invitations.
* Create tailored pitches based on deep understanding of our individual donors, including verbal presentations, PowerPoint decks and “one-pagers” focused on local impact and cultivations.
* Coordinate an effective program for recognition, involvement and stewardship of individual donors.
* Support Regional Advisory Board of Directors involvement in development initiatives

**Development Operations (15%)**

* Utilize TFACT (Salesforce product) database to manage and input data related to individual giving portfolio and conduct prospect research.
* Track fundraising progress to goal and maintain meticulous records of donor engagement.
* Develop and maintain systems to communicate progress to goal and strategies.

**Regional Team Responsibilities (20%)**

* All team members meet submission requirements for reimbursements (monthly), timesheets (weekly), and American Express reports (monthly, as needed) to support the organization’s financial standing
* Participate in regional selection and matriculation efforts by owning a portfolio of 2-5 matriculates across 4-5 matriculation windows.
* Participate in and complete Staff Meeting pre-work and attending monthly regional meetings
* Support and participate in regional events
* Drives own professional development with support from manager and others to include mandatory PD requirements of the region (ie: Racial Equity Institute trainings)
* Engages in community opportunities that have personal meaning/connection
* Understand and effectively communicate Teach For America-South Carolina’s programmatic initiatives, goals, and impact externally and internally.

**Qualifications**

**Education & Experience**

* Bachelor’s degree required
* 5 years of related professional work experience
* Demonstrated results in meeting ambitious fundraising goals in the past roles
* Demonstrated skillset in building and maintaining individual donor networks

**Qualifications and Skills**

* Uncommon level of personal responsibility with exceptional goal orientation and a proven track record of success in fundraising or major gift development
* Critical thinker who enjoys spending significant time solving problems and developing opportunities in order to achieve the most meaningful outcomes
* Demonstrated ability to both motivate and manage superiors and peers to achieve ambitious, measurable results
* Keen understanding of the beliefs, contexts and motivations of others
* Strong verbal and written communicator: can speak compellingly about our organization, mission, and goals and has a mature presence
* Dedication and commitment to educational equity in the South Carolina region
* Knowledge of Salesforce (preferred), Excel, and PowerPoint required

**Work Demands:**

* Willingness to work some nights and weekends
* Must have valid driver’s license and vehicle
* Willingness to drive up to 3 hours to meetings with donors on a semi-regular basis
* Ability to travel by car to in-person meetings in various South Carolina cities regularly

**Apply Now**

To be considered for this role, you must submit an online application at <https://teachforamerica.secure.force.com/ts2__JobDetails?jobId=a0x0V000007j3udQAA&tSource=>. For more information, please contact staffing@teachforamerica.org or visit [www.teachforamerica.org/about-us/careers](http://www.teachforamerica.org/about-us/careers).

**Benefits and Salary**

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included. Learn more at [www.teachforamerica.org/about-us/careers/employee-benefits](https://www.teachforamerica.org/about-us/careers/employee-benefits).

**Commitment to Diversity and Equal Opportunity Employment Policy**

Teach For America encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort. Learn more about our diversity on staff: [www.teachforamerica.org/about-us/careers/life-at-tfa/workforce-diversity-and-inclusiveness](https://www.teachforamerica.org/about-us/careers/life-at-tfa/workforce-diversity-and-inclusiveness).

Teach For America is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

*This job description reflects Teach For America's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign or eliminate duties and responsibilities to this role at any time.*