



Job Title:	<i>Director, Donor Stewardship, Cultivation, and Major Gifts</i>
Reports to:	<i>Chief Advancement and Development Officer</i>
Date:	<i>August 2022</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that serves lower-income schools which provide a values-based education for children, thereby contributing to stronger communities. We serve students in 92 schools in the Chicago area and Northwest Indiana. Each school is a vital resource for students, families, and communities, with research showing that when a Big Shoulders Fund school closes, the surrounding area experiences an increase in violence and a decrease in social cohesion.

For more than thirty-five years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. We accomplish this by investing more than \$20 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. A recent survey of a sample of alumni of Big Shoulders Fund schools showed African-American alumni graduated from college at a rate more than twice the national average and Hispanic alumni graduated at a rate more than three times the national average.

POSITION OVERVIEW

The *Director, Donor Stewardship, Cultivation, and Major Gifts* is an integral part of the Development team who works in close collaboration with the *Chief Advancement and Development Officer* to create and execute an annual development plan for donor cultivation and stewardship. The *Director* serves as the lead solicitor for major individual supporter gift commitments, helping donors accomplish philanthropic goals and ambitions through a long-term relationship with our organization. The *Director* is responsible for envisioning and enacting a comprehensive donor stewardship, cultivation and major gifts program that supports the cultivation, recognition and stewardship of Big Shoulders Fund's donors, fostering their lifetime engagement. The *Director* will also oversee relationships related to major organizational programs such as Big Shoulders Fund *Plus* and Patrons programs, scholarships, the Illinois Tax Credit Scholarship Program, as well as planned giving and more.

The *Director, Donor Stewardship, Cultivation, and Major Gifts* must demonstrate a proven track record of soliciting major gifts, as well as managing and coaching others to do the same. Additionally, the *Director* should have experience in gift agreements, gift-fund management, donor recognition, stewardship activities/events, and segmentation of a donor base in order to identify donors whose commitment could be encouraged to grow.

The *Director* will be responsible for the design of donor relations strategies for major gifts and will advise on stewardship for Annual Giving-level donors, while working with the *Director of Development Operations and Donor Services* on creation and management of donor moves management and more. They will serve as the team lead on stewardship and will be responsible for producing individualized impact reporting for new and existing donors. The *Director* will manage all aspects of gift compliance, including reviewing gift proposals and memos, pledge agreements advising gift officers, and supporting the creation of pledge agreements for individual gifts. The *Director* will need to effectively utilize Salesforce to maintain records, analyze donor research material to target appropriate givers, and track, evaluate and present giving information. The *Director* will additionally work closely with the Big Shoulders Fund Communications and Marketing team to develop collateral materials.

ESSENTIAL JOB FUNCTIONS

- Develop and execute an individual donor cultivation plan.
- Build and manage a Stewardship, Cultivation and Major Gifts team; facilitate the team's ongoing stewardship and donor relations operation, ensuring high-quality, individualized experiences for top donors and prospects, including acknowledgement letters, gift-fund management, physical donor recognition, and impact reporting.
- Partner with the *Director of Development Operations and Donor Services* to create and implement moves management plan, as well as structure for a donor stewardship and cultivation team.
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Utilize Salesforce, iWave prospect management application, and other secondary sources of information to cultivate donors and prospects.
- Research potential new donors for *Chief Executive Officer (CEO)* and *Chief Advancement & Development Officer (CADO)* to approach and cultivate; support portfolios of CEO and CADO while maintaining ownership of own portfolio.
- Maintain and build relationships with current donors to Big Shoulders Fund, especially those giving to our Patrons and *Plus* programs, Illinois Tax Credit Scholarship and other Big Shoulders Fund scholarship programs.
- Prepare private and public acknowledgment opportunities to recognize donors.
- Prepare and present monthly revenue projection reports that outline funding secured.
- Partner with the *Assistant Director, Donor Relations and Stewardship* to ensure that donors receive reports on the impact of their giving.
- Create and develop unique acknowledgement for donors, including public / private recognition opportunities for major donors.
- In conjunction with others, monitor, evaluate, and demonstrate success of the program with data, metrics, and stories.
- Lead, inspire, and motivate a growing team in stewardship, cultivation and major gifts to ensure staff retention and success.

CURRENT DIRECT REPORT

- *Assistant Director, Donor Stewardship and Cultivation*

OTHER DUTIES

- Work cooperatively with Big Shoulders Fund staff and perform other duties as assigned.
- Actively contribute to departmental and organizational meetings, events, and initiatives.
- Support the overall mission of the Big Shoulders Fund through its outreach to schools at fundraising events, service days and other programs.
- Assist event staff with planning and execution of fundraising events, as needed.

REQUIREMENTS

- Minimum of a Bachelor's Degree
- 7+ years of work experience in advancement, stewardship, alumni relations, donor relations, communications, marketing, public relations, or similar; experience in education-related nonprofit preferred
- Proven track record of effective individual and team management
- Demonstrated record of success in cultivating a donor portfolio
- Ability to research and identify donors whose commitment could be grown; ability to mobilize team capacity on building relationships with these donors
- Excellent verbal, written, and proof-reading skills, with exceptional attention to detail; ability to communicate concisely and compellingly, with the ability to calibrate tone for a variety of audiences, purposes, and formats
- Ability to convey a genuine sense of care in donors and supporters as well as a passion for Big Shoulders Fund's mission
- Proficient with CRM systems and fundraising applications; experience with Salesforce preferred
- Strong commitment to customer service
- Ability to manage confidential information with discretion and tact
- Flexibility and ability to adapt to new programs in an emerging and changing environment
- Excellent organizational and project management skills; ability to work on several projects concurrently while effectively managing priorities and meeting deadlines
- Commitment to excellence
- Highly motivated and adaptable with a strong work ethic; an individual who operates with honesty, integrity, and a positive attitude
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Appreciation for the benefits of a Catholic education for students, families and communities
- Ability to work some weekends and evenings for Big Shoulders Fund events

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*