



Big Brothers Big Sisters
of the Greater Twin Cities

Job Description

Position: Director of Individual Giving

Organization Description

As the largest and oldest mentoring agency in the region, Big Brothers Big Sisters of the Greater Twin Cities (BBBS) has a strong foundation that makes it possible for us to get kids on the path to success. We work hard to build and sustain relationships with individuals in our community to mentor children and youth to become their true selves. We have been matching Twin Cities kids with mentors since 1920. We serve over 2,000 young people every year with a staff of 60. BBBS's mission is to provide children facing adversity with strong and enduring, professionally-supported relationships that change their lives for the better, forever. BBBS accomplishes its mission by:

- Providing deep and intentional partnerships with our youth
- Building and sustaining deep relationships with our mentors
- Building a strong organizational foundation
- Creating a workplace culture that represents who we serve
- Transforming our community to understand the importance of our youth

BBBS's vision is that all children achieve success in life.

Position Title: Director of Individual Giving	Salary Range: \$58,000-\$64,000
Supervisor: Director of Development	Department: Advancement
Job Type: Full-time, Exempt	Location: Twin Cities, MN
Hours/Days: Monday-Friday, 40+ hours a week – occasional weekends when necessary	Closing Date: Open until filled

Primary Function of the Position

The primary purpose of this position is to oversee Big Brothers Big Sisters' individual giving program, including annual fund and major gifts.

Position Specifics

1. Develop and oversee individual giving strategy, in collaboration with Manager of Individual Giving

- Supervise Manager of Individual Giving and assist in creation of a comprehensive annual strategy to discover, cultivate, solicit, and steward individual donors through multifaceted fundraising strategies, stewardship, data management, and fundraising events.
- Motivate individual giving staff and guide them in accountability for achieving fundraising goals
- Provide ongoing coaching, training, support and problem solving for individual giving staff
- Set individual and team goals and assess progress towards the goals



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2. Develop and implement major and planned gift strategies, in collaboration with board and other staff

- Develop an understanding of BBBS' programs, initiatives, and needs
- Create innovative, effective major and planned gift proposals
- Work with board members and staff to identify major and planned gift prospects
- Utilize industry best practices and data analytics to create viable major and planned gift strategies
- Lead individual giving staff in major gift strategies and portfolio management
- Work with staff to research and qualify potential donors, and create thorough prospect profiles
- Work in collaboration with multiple teams, including Program, Development, Finance, and Leadership

3. Articulate BBBS mission and case for charitable support to potential funders, matching donor goals and interests to agency needs

- Annually increase the number of individual donors giving at the leadership level, building a pipeline from current and past donors and volunteers
- Manage a portfolio of 100+ prospects and donors annually
- Develop and implement individualized strategies for each prospect/donor in portfolio to increase overall giving levels
- Secure leadership gifts, special project support, and planned gifts in accordance with the organizational strategic plan and annual goals
- Make personal calls on prospects to cultivate, solicit and steward major gifts
- Develop relationships with current and lapsed donors

4. Support the organization's comprehensive fund development efforts

- Provide prompt, friendly customer service to all stakeholders
- Work with other staff to develop fundraising strategies for new projects
- Research and test new fundraising methodology
- Monitor donor retention rates and develop acquisition strategies to ensure healthy growth
- Provide appropriate follow up with new donors to maximize stewardship
- Assist with special events and other functions as needed



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Other Job Duties:

Contribute to the overall success of the organization by working together to achieve the mission. Develop and maintain sensitivity to employee diversity, and demonstrate cultural competence in the workplace and the services provided by the agency. Demonstrate respectful treatment of other employees, program participants and all stakeholders. Build community support for the organization by helping to recruit volunteers.

Relationships:

The incumbent reports to the Director of Development. Incumbent supervises the Manager of Individual Giving and the Development Coordinator.

Equipment Used:

Computer, telephone, electronic mail, photocopier and office equipment as needed.

Minimum Education and Experience:

Bachelor's degree in a related field required, with a minimum of five years of experience in a professional fundraising environment. Knowledge of the Twin Cities philanthropic community and nonprofit sector.

Qualifications:

Knowledge, Skills, and Abilities

- Demonstrated success in increasing individual giving
- Proven results in building a portfolio, making major asks, and closing gifts
- Understanding of and commitment to professional fundraising ethical standards
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Strategic thinking, planning, and timely execution
- Ability to work and thrive in a team environment; provide counsel and strategies to colleagues
- Flexibility and enthusiasm to refine and enhance current systems and operations
- Well organized and able to meet goals and deadlines
- Excellent supervisory skills
- Database expertise, prefer Raiser's Edge
- Microsoft Word and Excel expertise

The above statement is not intended to encompass all functions and qualifications of this position. Rather, they are intended to provide a general framework of the requirements of



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the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

Please submit a resume and brief cover letter to careers@bigstwincities.org