

POSITION SPECIFICATION

POSITION TITLE: Director, Individual Giving

REPORTING TO: Executive Director

LOCATION: Montgomery, AL preferred, but open to a remote set-up in the Southeast for the ideal candidate

THE ORGANIZATION: *Common Ground Montgomery*
www.cgm.life

Founded in 2005, Common Ground Montgomery's vision is to see a renovated, thriving community in Washington Park that has strong, godly leadership, intact two-parent families, cares for the underprivileged, poor, and marginalized, and becomes an incubator for gospel-created, cross-cultural relationships that transform Montgomery and beyond.

Mission: To revitalize the Washington Park community and transform the city of Montgomery and beyond, to the glory of God, through:

1. Building leaders from urban youth through long-term mentorship, biblical discipleship, and developmental programs.
2. Creating an umbrella of Christian community development partners that focus on neighborhood transformation.
3. Teaching principles of unity and change through the Common Ground Institute.

SCOPE AND RESPONSIBILITIES:

As the organization seeks to invest in capital projects and additional programming, Common Ground Montgomery seeks an experienced and talented Director of Individual Giving to create and implement a comprehensive development strategy that attracts and engages donors and other individual donors to support our mission and achieve our long-range development goals and objectives. The right candidate will have a proven track record of building a major donor program from the ground up with skill, innovative ideas, and energy. The position reports to the Executive Director.

Specific Responsibilities:

- Build and manage a comprehensive major gifts program for high net worth individuals.
- Devise a major donor strategy and work plan with indicators of success; regularly track progress against work plan goals and objectives to keep development team on task and provide updates to the Executive Director, the Founder and Board of Directors.
- Create and implement tailored cultivation, solicitation and stewardship plans to engage and upgrade donors.
- Communicate with and make direct, face-to-face donor solicitations.
- Support the Founder and Executive Director with their individual fundraising meetings.

- Review fundraising tools and systems to aid in identifying, cultivating, soliciting and stewarding new and existing donors. Utilize systems to maintain accurate records of all donor interactions, individuals' programmatic interests, trends in giving, and type of support to solicit.
- Work in collaboration with the Executive Director to align the major gift program with broader organizational fundraising goals of the Founder, Board members and the Director of Institutional Giving.
- Prepare written materials including visit strategies/briefings, correspondence, solicitation, and pledge documents.
- Produce proposals and subsequent reports to solicit restricted and unrestricted funding from individual prospects and donors.
- Plan and implement, in partnership with other staff and volunteers, major donor cultivation and stewardship events.
- Collaborate with the Executive Director and others to implement solid communications strategies across major gift program.

EXPERIENCE REQUIRED:

Minimum seven years' successful experience in major gift fundraising, including building a major gifts program and cultivating and soliciting gifts of \$10,000 and up from high net worth individuals.

- Passion for and faith alignment with the mission and work of Common Ground Montgomery.
- Proven track record in, and excited by the challenge of, building up a nascent major donor program and growing revenue through prospecting, qualifying, and closing new Common Ground Montgomery donors.
- Successful in developing and instituting cultivation and solicitation strategies to engage and upgrade mid-level donors.
- Ability to understand the needs and interests of major gift donors to develop successful, deep connections with the organization; manage donor expectations around communications and giving planning and preferences.
- Experience with using technology to advance the goals of major donor programs like donor tracking systems, prospect researching tools and wealth screening tools, and capacity and willingness to learn new systems.
- Demonstrated leadership and the ability to manage multiple tasks at a time.
- Integrity, comfort and ability needed to gain the trust and confidence of supporters and stakeholders.
- Ability to work independently and in a collaborative team environment across multiple programs and departments.
- Outstanding interpersonal and communications skills, both oral and written.
- Excellent problem-solving skills, strategic thinking, commitment to results, attention to detail, and solutions-oriented.
- Willingness and ability to travel domestically for donor engagement.

EDUCATION:

- Bachelor's degree preferred.

COMPENSATION:

- Competitive salary based on qualifications and a benefits package. Modest relocation assistance available.

CONTACT INFORMATION:

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