

## **Helen Keller Intl Job Announcement**

### **Director, Major Gifts** *(New York, NY; hybrid schedule)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

We are seeking a Director, Major Gifts, to evolve a young, successful major gifts strategy wherein donors and families who are giving a minimum of \$5,000 annually are solicited even more vibrantly. Reporting to the Vice President of Individual Giving, the Director will solicit and cultivate a personal portfolio of major donors, supervise a highly committed team, and execute on a new strategy to increase flexible funds and diversity donors. The ideal candidate will be a strategic leader, relationship builder, and an inspiring storyteller with a proven track-record of soliciting and closing five-, six-, and seven-figure gifts. This is a role for someone who loves strategy as much as relationship-building and who enjoys influencing and supporting colleagues to advance Helen Keller's mission during a time of radical change in our philanthropy landscape.

### **Functional Relationships**

Reporting to the Vice President, Individual Giving, the Director will have both close relationships with Leaders in the Growth and Branding Group and have close relationships with several managers, namely the Manager of Retention, the Manager of Prospecting and Acquisition, the Manager of Mid-Level Donors, and the Manager of Donor Advisories and Vitamin A Donors. The Director will supervise a team of professionals and collaborate with global colleagues to deepen donor engagement across channels and regions and identify and shape programs that might match major donors' aspirations for their philanthropy.

The Director also works closely with the Center for Marketing and Branding to prioritize communications needs and to shape them specifically for major donors and prospects.

Finally, the Director works with the CEO, Executive Team, and Board members as they engage with donors and their personal circles.

The Growth and Branding Group is structured in such a way that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to make this structure thrive.

## Key Responsibilities

### Strategic Leadership

- Play instrumental role in both leading a major gifts team to execute on the promise of three-year *Leading Locally, Fortifying Futures* strategy, wherein we will raise more flexible funds and diversify our donor community and serve as a right-hand partner to Chief of Growth and Branding and Vice President of Individual Giving to advance the strategy.
- Lead a high performing team that is deeply experienced in cultivating and stewarding donors into a more vibrant solicitation mode, where donors are personally solicited for gifts at stretch levels where appropriate and for unrestricted, loosely restricted, and occasionally restricted purposes that advance their impact in the world and take into account their philanthropic view and interests, giving history, relationship, and the organization's knowledge of the donor's giving potential.
- Sustain the team's outstanding retention, stewardship, and cultivate efforts while shifting toward greater solicitation.
- Notice trends, emerging kinds of donors and donor advisories and changing philanthropic interests. Shape strategies, budget requests, and tactics to position Helen Keller in response to changing dynamics.
- Set annual and longer-range goals and evaluate efforts against those goals.
- Propose and lead campaigns that position Helen Keller with high net worth individuals and families and that advance the organization's strategic goals.
- Lead by example the ways we work with donors per our guiding principles and values and help others in the organization. Advance staff and team relationship skills in alignment with our principles and values. Help advance our principles as needed.
- Lead and manage up, down, and laterally, courageously bringing the right issues to the right levels of colleagues.

### Donor engagement and portfolio management

- Personally solicit some of the organization's more promising donors for 5-, 6-, and 7-figure and multi-year gifts and pledges.
- Engage, cultivate, and steward a personal portfolio of major donors and prospects. Meet in person and virtually and engage others in the organization to meet with the highest level donors and prospects.
- Be the storyteller, on the phone and in person with donors, and demonstrate by doing with power of interpersonal relationship-building. Learn donor interests and build meaningful pathways for them to envision and expand their impact.
- Develop long-term donor relationships to encourage increasingly significant and sustained commitments.

### Fundraising programs, communications, and structures

- With messages coming from the Center for Marketing and Branding, refine and craft the specific talking points and other materials suitable and helpful for major donors.
- With support from the Center for Strategic Partnerships, and with other areas of the organization as needed, shape specific solicitations and proposals that match Helen Keller's work with major donors' aspirations for their philanthropy.

- Lead the team to craft and execute a major donor communications calendar that excites, educates, and inspires.
- Oversee plans to engage donors personally through travel, virtual events, and in-person meetings.
- Work across teams within Individual Giving and with the Center for Strategic Partnerships and occasionally with other leaders to identify, qualify, and advance major donor prospects and to arrange the hand-over systems and plans for donors who are identified in one area and solicited and cared for in another.
- Develop and codify expectations on levels of engagement for different types and levels of donors.
- Identify when processes and structures need to be advanced, and contribute expertise to evolve and shape rating systems, portfolios, and tools needed to solicit donors vibrantly, record donor actions, track progress, and measure performance.

### **Team Management, Team Building and Collaboration**

- Supervise and mentor a unit of mostly frontline fundraisers who thrive on building relationships with donors.
- Craft performance expectations and provide quality feedback to help colleagues advance and evolve.
- Build, advance, lead process of evolving unit charter, norm, values, and ways of working, so everyone is valued, singing the same song, and has the right degree of autonomy based on shared expectations and their personal skills and level of career.
- Inspire and manage a collaborative culture.
- Welcome colleagues to join you on the phone and in person with donors, develop their own skills through exposure and practice, and help rehearse colleagues so they have the support they need to develop their own voice and impact.
- Identify opportunities for colleagues to be exposed to programs, to learn, lead, and advance.
- Communicate with transparency, create opportunities for shared learning, advancing the ways we utilize metrics, and to innovate.
- Work up, down, and laterally to engage many in the organization in donor relationships, including supporting the President and CEO in her interactions with donors; Board members as they identify prospects within their circles of friends, family, and colleagues; and staff members in joining donor visits and presenting at donor events.
- Provide guidance and feedback to colleagues throughout the organization on effective donor engagement.
- Be one of the architects of our internal culture of philanthropy, shaping and participating in opportunities to help others in the organization see their role and shape their skills in relating with donors and other external audiences.

### **Qualifications**

For our team to be a great fit for you, the following qualifications should resonate with you:

- Bachelor's degree required. Minimum 8 years of progressive experience in nonprofit fundraising, or equivalent combination of education and experience.

- Demonstrated track-record of verbally soliciting and closing 6- to 7- figure gifts and success in managing a personal donor portfolio.
- Innovative ability to detect, integrate, and craft strategies for new types of donors and donor advisories.
- Uplifted leadership skills that inspire and motivate a high-functioning team and influence others throughout the organization.
- Powerful verbal storytelling prowess and a keen ability to respond on the spot in verbal discussions with donors and prospects.
- Excellent written communications and editing skills.
- Deep experience with managing managers and professional fundraisers.
- Experience in working laterally and vertically within complex organizations.
- Ability to work with confidential information and exercise sound judgment.
- Computer literate, including Word, Excel, Outlook, Google, research tools. Proficiency in Raiser's Edge and/or other fundraising CRM software or other databases.
- Thrive both with working independently and efficiently within a fast-paced and deadline-driven environment and to work as a team player.
- Ability and willingness to flex work hours to accommodate multiple time zones. Core work hours are expected to follow Eastern Standard Time (US).
- Collaborative, flexible, and solution oriented. Ability to maintain balance when under stress.

### **Fairness, Belonging and Zero Tolerance to Abuse**

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include courage, integrity, rigor, and compassion.

### **Compensation**

Helen Keller offers a comprehensive rewards package, including health and dental coverage, paid leave, and professional development. Specific offerings may vary by country in accordance with local laws.

The compensation for this position will be aligned with the local salary structure. Based in the US, the full-time annualized salary range for this position is \$115,200 to \$172,800 with the midpoint of the salary range at \$144,000.

**To Apply**

Qualified candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto:Hki.Recruitment@hki.org). Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.