



POSITION ANNOUNCEMENT: DIRECTOR OF PHILANTHROPIC SERVICES

Job Title: Director of Philanthropic Services
Reports to: Chief Philanthropy Officer
Team: Development Team
Status: 100% time, exempt
Apply by: August 27, 2021

ORGANIZATION BACKGROUND

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission statement reads:

As the world’s first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community’s future for generations to come.

Horizons is a national leader in promoting LGBTQ philanthropy, recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year, Horizons distributed grants totaling \$5.9M to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

Horizons has long prioritized grantmaking to frequently marginalized members of the LGBTQ community, including communities of color, transgender people, and those with least access to vital services and equal justice. Last year, Horizons provided critical funding to both LGBTQ and non-LGBTQ organizations, including support for anti-bullying and safety for LGBTQ youth; training for mental health professionals; advocacy for transgender rights; access to LGBTQ-competent health care; asylum for LGBTQ refugees; and much more. Horizons has responded aggressively to the COVID-19 pandemic and has made more than \$1 million in emergency grants to over 65 Bay Area nonprofits through its LGBTQ COVID-19 Response Emergency Fund, including the Oakland LGBTQ Center, Transgender Law Center, Lavender Seniors of the East Bay, Homeless Youth Alliance, Openhouse, Positive Resource Center (PRC), the South Bay’s Billy deFrank Center, Somos Familia, GLBT Historical Society and LGBTQ Connection Napa and Sonoma.

In 2016, Horizons undertook the most ambitious fundraising campaign in its history. The **Now and Forever** campaign raised over \$115M, including \$3.7M in outright gifts from a broad base of donors that enabled Horizons to increase its programs, capacity, and breadth of services to the community and beyond. The campaign also achieved another milestone, identifying over \$110M to ensure the future for

LGBTQ generations to come. Horizons currently has over \$40M in assets under management and a growing endowment of more than \$16M.

POSITION SUMMARY

It is an exciting time of growth and building as Horizons Foundation launches an ambitious strategic plan that will prioritize overall growth of the foundation while focusing on the most vulnerable of our community. With a new Chief Philanthropy Officer and the reshaping of the Development Team, the incoming Director of Philanthropic Services will have an opportunity to build out and develop the Donor-Advised Fund Program. As part of the Development Team, they will contribute to long-term and annual donor revenue goals as well as philanthropic goals for individual donors.

KEY AREAS OF FOCUS

The Director of Philanthropic Services will be responsible for the following:

Manage the Donor-Advised Funds (DAF) Program: 70%

- Play a vital role in developing the Donor-Advised Fund Program to increase philanthropic activity and further sustain the Bay Area LGBTQ community
- Serve as point-person for the program
- Together with the Chief Philanthropy Officer, manage a growing portfolio of 150 donor advisors; support their giving; develop grant strategies, guidance, and advising for donor advisors
- Develop impactful giving opportunity materials; create opportunities to learn from grantee partners, ultimately inspiring donor advisors to give generously
- In collaboration with the CPO, develop legacy giving opportunities with and for donor advisors
- Build DAF program through recruitment efforts
- Manage excellent cultivation, stewardship, and client relations with current and new Donor Advisors
- Manage the Professional Advisors Council, working in partnership with the CPO and PAC leadership to manage events, build relationships with professional advisors, and ultimately grow the DAF Program
- Direct relationship-building, cultivation, and meetings with current and new professional advisors
- Ensure data systems function smoothly and that data is an ever-present tool for reaching goals, providing superior donor services, and growing resources
- Manage the DAF email account (through which Donor Advisors communicate with the foundation)

Legacy Giving Program Support: 20%

- Build on existing efforts to administer a robust Legacy Giving program, including promotional materials, marketing programs, website content, and solicitations
- Design and implement the moves management-based program that ensures potential prospects are continually identified and added to the pipeline, existing prospects are cultivated and solicited, and existing legacy donors receive exceptional stewardship
- In partnership with the CPO, coordinate relationship-building, cultivation, and meetings with current and new professional advisors
- Develop working knowledge of planned giving instruments, such as CRTs, CLTs, and annuities; cultivate and ask an expanding personal portfolio of planned giving donors

Overall program management & evaluation: 10%

- Provide strategic input to overall development program strategy and plans
- Develop standard reports and dashboards for the development team and ensure data accuracy and integrity in Salesforce
- Support Development Team as needed

OUR IDEAL CANDIDATE WILL BE:

Passionate about Horizons Foundation's mission with a demonstrated commitment to social justice and familiarity with the social and legal issues impacting the LGBTQ community, both past and present

Committed to diversity, equity, inclusion, and belonging as core organizational values and to racial, gender, and social justice, and to authentically articulate a commitment to equity and inclusion by their actions

Superior in customer service skills and have a high level of emotional intelligence: This role will work with a diverse range of donors with varying interests, as well as high level volunteers and Horizons Foundation staff

An experienced development professional: A minimum of 5-7 years of experience working directly with high-level donors as an advisor, major gifts officer, development officer, or similar role

An excellent communicator: Strong writing skills and the ability to convey complex messages in a clear and meaningful way, as well as the ability to address issues clearly and in non-confrontational and non-polarizing ways to a range of diverse audiences

Resourceful and innovative: bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise

A multitasker: The right candidate will have the ability to balance multiple projects, manage deadlines, and work across departments with competing goals and priorities

Experienced in program development: Preferably with a history in growing and developing philanthropic/fundraising programs

Conscious about our community: Be knowledgeable of our most pressing community issues, have a familiarity of local nonprofit organizations, and come with experience working directly with or for nonprofit/community-based organizations with strong missions

Goal-driven with a strong work ethic and team-orientation

A team player: able to work effectively in a diverse workplace and to motivate and train volunteers

The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

PHYSICAL REQUIREMENTS

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements

will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This is a full-time salaried position. Your schedule may vary based on need and could extend at times into the early evening, with some occasional weekend hours. The full salary range for this position is \$95,000 - \$125,000, commensurate with qualifications and experience. The starting salary is generally at or near the mid-point of the salary range. The generous benefits package that includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at a critical community institution.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender non-conforming, and non-binary people; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS

Horizons Foundation is partnering with [Walker and Associates Consulting](#) – a Bay Area-based equity-centered and BIPOC-led strategic management consulting and executive search firm – for this search. To apply, please submit your resume, a cover letter and list of three references (you will be notified before any contact to references), preferably **in a single PDF**, to horizonsfoundation@walkeraac.com with **DIRECTOR OF PHILANTHROPIC SERVICES** in the subject line by Friday, August 27, 2021 at 5:00 pm PT. *Questions?* Email Jeannine N. Walker at jwalker@walkeraac.com.