

Recruitment Profile
for
Leadership Giving Officer



POINT FOUNDATION
Los Angeles, CA

POSITION DESCRIPTION

Title:	Leadership Giving Officer
Organization:	Point Foundation (https://pointfoundation.org/)
Reports to:	Sr. Director of Development
Location:	Los Angeles, CA (strongly preferred)

ORGANIZATION OVERVIEW:

Founded in 2001, Point Foundation is the nation's largest scholarship-granting organization for LGBTQ students pursuing their dreams and goals through a post-secondary education. In addition to financial assistance, Point offers mentoring and leadership training to these students, empowering them to achieve their full academic and leadership potential *despite the obstacles often put before them* and go on to make a significant impact on society.

Since 2015 Point has significantly expanded its scholarship offerings and number of awards. What began as a single scholarship program that supported LGBTQ students at four-year colleges, universities, or graduate schools, now includes a Community College Scholarship Program, a BIPOC Scholarship Program, and a portfolio of Persistence and Enrichment Scholarships. In the current school year Point is providing scholarship funding to 755 students, the most in the organization's history.

In addition to the current group of scholars, the extended Point Foundation community includes more than 1,000 alumni of its programs who – along with the Point Foundations staff, Board members, mentors, and other volunteer leaders – make up a diverse community dedicated to celebrating and supporting each scholar's experience and success.

Point Foundation has a staff of 22 full-time employees. Its current operating budget is more than \$8 million annually with total assets of around \$20 million. A bit more than half of Point's revenue comes from individuals, another 45% from corporate partners, and the rest from foundation support and special events.

Through its people and its programs, Point Foundation is empowering the next generation of LGBTQ+ leaders across the country and in virtually every professional field. Point Scholars are doctors, teachers, and artists. They are lawyers, businesspeople, and entrepreneurs. They are elected officials, nonprofit executives, scientists, researchers, and more. Leveraging the tools, networks, and benefits of education made possible by Point's support, Point Alumni can ascend to positions of leadership as openly LGBTQ+ people, and as such are helping create a more accepting, inclusive, and equitable world.

To learn more about Point Foundation, please visit
www.pointfoundation.org

REPORTING:

Reports to the Senior Director of Development. Works collaboratively with Chief Advancement Officer, Chief Executive Officer, a 10-person Development & Marketing team (based in New York and Los Angeles), and the Development & Marketing Committee of the Board of Directors.

THE POSITION:

The Leadership Giving Officer is responsible for managing and expanding a portfolio of individual major donors who are giving or have the capacity to give at the \$10,000+ level. This person will cultivate and solicit individual gifts through strategic research and relationship building and by overseeing donor pipelines, moves management, and personal touchpoints. They will also engage in Planned Giving and Donor Advised Fund outreach.

As a front-line fundraiser, the Leadership Giving Officer will meet with key donors through one-on-one calls, in-person meetings, and by representing Point Foundation at events. This role involves all facets of individual giving, including prospect identification, cultivation, direct solicitation, and appeals aimed at supporting operations, programs, and achieving annual fundraising goals.

PRIMARY RESPONSIBILITIES:

Personal

- Serve as a front-line fundraiser and ambassador for Point Foundation by actively soliciting high-level gifts from individuals.
- Develop and implement cultivation strategies; identify new leads for support of initiatives, programs, and general operations; meet with high-level donors and prospects, as necessary.
- Oversee the creation of materials for transformational giving opportunities and the Named Scholarship program.
- Track and manage data on individual giving activities for Leadership Gifts of \$10,000 and above.
- Collaborate with the Development Department to create and execute a moves management plan for Leadership Gift (\$10K and up) donors and prospects.
- Conduct research and outreach for The Legacy Circle, Point Foundation's Planned Giving Program.
- Conduct research and outreach to optimize Donor Advised Fund giving.
- Acknowledge gifts made by donors in your portfolio on a weekly basis.
- Notify the Individual Giving Team of major gifts and other significant donor updates.
- Maintain donor records and answer donor inquiries promptly.

With the CEO, Chief Advancement Officer, and/or Sr. Director of Development

- Develop and implement strategies to support prospecting campaigns and enhance donor engagement.
- Collaborate regularly on high-level strategies for the Individual Giving portfolio, including identifying Board prospects, new major donors, and possible large-scale initiatives.
- Assist with the general needs of the Development Department as identified by the Chief Advancement Officer and Senior Director of Development.

With the Individual Giving Team

- Support outreach activities including one-on-one meetings, phone calls, and attendance at networking events to attract donors at all levels.
- Collaborate weekly with all development staff to strategize development activities.

CANDIDATE PROFILE:

The successful candidate will be an energetic and ambitious nonprofit development professional with a proven track record of successfully stewarding high level individual donors and closing gifts of \$10,000 and above. They should bring a collaborative, proactive, and positive approach to work and team building, combined with strong emotional intelligence and professional maturity.

This person will have a demonstrated passion for LGBTQ equality and for Point Foundation's mission of supporting and advancing the higher education aspirations of LGBTQ students. They will possess the ability to work effectively across diverse ages, races, socio-economic statuses, sexual orientations, and gender identities/expressions, both inside and outside of the organization.

Required Experience/Knowledge (Should Have)

- Minimum of 5 years of frontline fundraising experience in major gifts, annual giving, planned giving, and/or donor relations in the non-profit sector.
- Demonstrated understanding of moves management and ability to steward individual major donors and leadership gifts.
- Ability to develop and implement strategies for engaging and stewarding high-net-worth individuals.
- Strong personal and professional knowledge of/connection to the LGBTQ+ community and related social issues.
- Exceptional verbal and written communications abilities, including public speaking and presentation skills.
- Strong organizational, interpersonal, administrative, and project management skills.
- Experience with Raiser's Edge or similar CRM systems.
- Ability to travel within the United States, in particular the West Coast (30% estimated).
- Flexibility of work schedule – events and opportunities to meet current and prospective donors often take place in the evening and/or on weekends.
- Bachelor's degree or equivalent experience required. An advanced degree (i.e., JD, MBA, MPA, etc.) and/or relevant certification is a plus.

Desired Experience/Knowledge (Nice to Have)

- Previous experience working closely with nonprofit Boards or similar volunteer leadership groups.
- Previous fundraising experience in LGBTQ and/or related organizations or movements.
- Experience in education/higher education, scholarship programs, or student/youth development with a focus on LGBTQ and/or BIPOC communities.
- Proficiency with MS Windows OS and Office 365 applications.

Personal Characteristics

- Strong personal connection to the mission of Point Foundation and alignment with its core values of ***Accountability, Authenticity, Diversity Equity and Inclusion, Empowerment, Innovation, and Integrity & Trust.***
- Cultural competence and understanding of the diverse needs, experiences, and contributions of the individuals and communities Point Foundation supports.
- Passion for networking and for building lasting relationships with individuals that support the mission of Point Foundation.
- High level of professional maturity, emotional intelligence, empathy, and self-awareness.
- Determination, focus, and ability to consistently deliver excellent quality work.
- Detailed oriented and highly organized.
- Self-starter with initiative and a strong desire to achieve; able to work independently as well as within a team.
- Good judgement and ability to maintain confidentiality, a positive attitude, and a sense of humor.

COMPENSATION:

Point Foundation is offering an attractive compensation package for this position, including a competitive starting salary in the range of \$90,000 to \$120,000 (depending on experience and fundraising track record), plus opportunity for a performance bonus, and comprehensive benefits. Benefits include employer-subsidized health benefits, dental and vision benefits, employee-funded 403b retirement plan with matching component, flexible work scheduling, remote working environment, PTO, short-term disability, and parental leave offerings.

TO APPLY:

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Point Foundation. Kevin Chase Executive Search Group works only with equal opportunity employers. No applicant will be discriminated against because of racial or ethnic identity, religion, sexual orientation, gender identity or expression, or disability.

To apply, please submit a complete resume with full employment history and a cover letter detailing your interest in the position and the professional and/or lived experience you believe makes you a uniquely qualified candidate for this role. All inquiries, applications, or referrals will be held in strict confidence.

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Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.