



HEADWATERS™

FOUNDATION *for* JUSTICE

Position Title: Grassroots Gift Officer
Reports To: Director of Individual Giving
Closing Date: Sunday, August 9, 2020
Salary Range: \$57,851-\$68,454

About Headwaters

Headwaters Foundation for Justice was established in 1984 when a group of thoughtful, progressive donors got together. They believed that the people who experienced society's injustices were essential to ending them. They used that belief to radically change philanthropy's landscape and created a new grantmaking model—one that shifted power away from funders by placing decision-making in the hands of the people. This was the start of an innovative, community-centered, trust-centered model.

Today, the Foundation is on the leading edge of philanthropy. We still rely on a community-centered model to guide our funding decisions. Our participatory grantmaking programs prioritize community organizing that is led by and for Black people, Indigenous people, and people of color (BIPOC).

Our mission is to amplify the power of community to advance equity and justice.

Position Summary

The Grassroots Gift Officer reports to the Director of Individual Giving. This important team member will manage, cultivate, solicit, and steward over 1,000 new and existing grassroots donors, who each give Headwaters up to \$999 on an annual basis. Additionally, the Grassroots Gift Officer will oversee a major donor portfolio of up to 30 donor households that give gifts of more than \$1,000 annually. The Grassroots Gift Officer will be charged with ensuring that Headwaters achieves our fundraising goals through values-aligned, mission-driven donor organizing.

Donor organizing is a call to action and a spirit of building community with donors of all levels of giving to amplify the power of community to advance social change. At Headwaters, we prioritize relationships over transactions, encourage meaningful giving, and train donors to be effective ambassadors and organizers within their communities and spheres of influence.

Responsibilities

Donor Organizing

- Build and implement grassroots fundraising strategies and campaigns
- Identify, cultivate, and steward donors who give up to \$999 annually using a variety of communication tools including, but not limited to: email, letters, social media, phone, and virtual and in-person meetings.

- Use a relational approach to engage, cultivate, solicit, and steward a portfolio of up to 30 donors who give over \$1,000 in one year and/or are powerful donor organizers.
- Enthusiastically and authentically articulate the case for supporting Headwaters' mission and vision.
- Maintain all personal information about donors in a confidential and professional manner.

Operations and Data

- Utilize available data and systems to develop annual fundraising goals and key benchmarks.
- Use Raiser's Edge/RENXT create and implement effective campaigns through list segmentation and data analytics.
- Ensure all strategies, prospect stage information, donor details, and planned and completed initiatives are recorded in Raiser's Edge/RENXT.
- Provide relevant and data-driven fundraising reports to staff, board, development committee, and other stakeholders, as appropriate.
- Conduct donor research and create strategies for moving grassroots donors through a giving pipeline.
- Serve as the point person for database and other information gathering for the Program Team related to stewardship of Giving Project participants and donors.
- Partner with the Operations and Development Associate on all donor data.

Donor & Community Organizing Events

- Support and assist in the planning and implementation of the Change Makers Gala, donor education, and stewardship events.
- Support the development committee and board of directors to achieve their giving and donor organizing goals, including the annual "thank-a-thon."
- Be a visible presence at Headwaters' public functions and special events.

Required Skills and Experience

- Three+ years of experience working in nonprofit, development, or other service-related fields.
- Evidence of strong relationship building skills with internal and external stakeholders.
- Background in development communications and day-to-day correspondence.
- Strong organizational and problem-solving skills.
- Proficiency in working in a donor database; knowledge of Raiser's Edge/RENXT a plus.
- Experience in project management.
- Eager and self-motivated to generate and test new ideas and meet and exceed goals.
- Belief in the mission, vision, and values of the Foundation.
- Willingness to be a productive and flexible member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.

Environment

Headwaters Foundation for Justice is an equal employment opportunity/affirmative action employer. Women, BIPOC, LGBTQ persons and people with disabilities are encouraged to apply. Regular work hours are weekdays 9am-5pm. Some evenings and weekends required.

Current Covid-19 Circumstances

Safety and health of employees, their families, and adjacent communities, is of paramount concern, therefore:

- All employees of Headwaters currently work remotely from home and are required to have access to internet (monthly stipends provided to offset home office expenses).
- Staff meetings are held virtually using Zoom, Microsoft Teams, or other software platforms, as necessary.
- Employee travel for conferences or professional development has been suspended for the duration of the fiscal year (July 2020 – June 2021).
- In-person meetings with donors, volunteers, or grantees have been temporarily suspended while Covid-19 circumstances are being monitored.