



# HEADWATERS™

FOUNDATION *for* JUSTICE

<b>Position Title:</b>	Grassroots Gift Officer
<b>Reports To:</b>	Director of Individual Giving
<b>Open Through:</b>	July 31, 2023
<b>Salary Range:</b>	\$70,000-\$79,000

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We prioritize work that is led by and for Black people, Indigenous people, and people of color.

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

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

## Position Summary

The Grassroots Gift Officer reports to the Director of Individual Giving. This important team member will manage, cultivate, solicit, and steward 1,000+ new and existing grassroots donors, who give Headwaters up to \$1,500 on an annual basis. The Grassroots Gift Officer will be charged with ensuring that Headwaters achieves our fundraising goals through values-aligned, mission-driven donor organizing.

## About 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 (50%)*

- Build and implement grassroots fundraising strategies and campaigns.
- Identify, cultivate, and steward donors who give up to \$1,500 annually using a variety of communication tools including, but not limited to: email, letters, social media, phone, and virtual and in-person meetings.
- 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 (20%)*

- Utilize available data and systems to develop annual fundraising goals and key benchmarks.
- Use Raiser's Edge/RENXT to 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 to assist with recruitment for the Giving Project program participants and donors.
- Partner with the Donor Systems Associate on all donor data collection, reporting, and interpretation.

### *Donor & Community Organizing Events (20%)*

- Support and assist in the planning and implementation of an annual donor appreciation party, and all other donor education and stewardship events.
- Support the development committee 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.

### *HFJ Team Member (10%)*

- Participate in HFJ Organizational Development work.
- Engage internal committee work, as needed.
- Support cross-departmental public facing HFJ events, as needed.

## **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 innovative ideas and exceed goals.
- Belief in the mission, vision, and values of the Foundation.

### **Shared Expectations**

- Commitment to the Headwaters mission, values, [commitments, and guiding cultural theory of change](#).
- Willingness to advance organizational strategic goals and outcomes.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive 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.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.
- A sense of humor.

### **Current COVID-19 Circumstances**

Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That is why we observe the following COVID-19 policies:

- All employees currently work in a hybrid setting—with 2-days in the office (Tuesday expected), and 2-days at home. Employees are required to have access to internet.
- Staff meetings are held in-person on Tuesdays, and during other days they are virtual using Zoom, Microsoft Teams, or other software platforms.
- Employees who have known exposure to COVID-19 are asked to work remotely for 10 days (the 1<sup>st</sup> day starting after the day of exposure).
- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19 as [updated online](#).

### **Salary and Benefits**

Salary range \$70,000-\$79,000. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90 day (about 3 months) probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

### **Environment**

HFJ is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Monday-Thursday (32hr/week and considered full-time). Some evenings and weekends are required.

**To Apply**

Attach your cover letter and resume as PDFs in an email with *Grassroots Gift Officer* as the subject line to Human Resources at [hring@headwatersfoundation.org](mailto:hring@headwatersfoundation.org).