

The Leadership Conference on Civil and Human Rights

The Leadership Conference Education Fund

Director, Major Gifts & Corporate Relations

Exempt

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership to promote and protect the rights of all persons in the United States. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. For more information on The Leadership Conference and its 200-plus member organizations, visit www.civilrights.org.

The Leadership Conference Education Fund builds public will for federal, state, and local policies that promote and protect the civil and human rights of all persons in the United States. The Education Fund's campaigns inform, educate, empower and mobilize leaders and advocates around the country to push for progressive change in the United States.

The Director, Major Gifts & Corporate Relations serves as an important leader in the organization building the foundation for a growing new and expanded individual major and corporate giving initiative. Reporting to the Vice President for Development, the Director, Major & Corporate Gifts, will serve as a significant part of the Development Senior Team with the Director of Institutional Giving, where together will all drive towards sustaining and growing the annual revenue for the organization.

The Director, Major & Corporate Gifts will provide daily supervision to the Carol H. Pitchersky Fellow with dotted line management of the Manager of Operations & Annual Fund.

Duties and Responsibilities

Individual Donor Portfolio Management

- Innovate and develop new, cutting-edge philanthropic models to engage individuals to support our missions
- Oversee the cultivation, solicitation and stewardship for the new individual major gift pipeline, with an emphasis on current donors and prospects contributing \$10,000 - \$24,999
- Manage the Individual Donor Pipeline of current donors and prospects
- Support donor affinity groups associated with major giving

Corporate Relations

- Support the Business Council, the Leadership Conference's affinity group for leaders in civil rights in the for-profit sector, through committee management, cultivation, solicitation and stewardship
- Oversee the execution of the annual Hubert H. Humphrey Award Dinner, the largest gathering of the civil rights community in the country; Direct the Manager of Operations & Annual Fund in coordination of strategy and execution of the Hubert Humphrey Award Dinner

Donor Communications

- Write all donor-facing communications, including but not limited to general solicitations, corporate solicitations and other communications as needed
- Collaborate with the Communications Department and the Manager of Operations & Annual Fund in the development and execution direct marketing fundraising email and social media strategies

Team Leadership

- Manage and supervise the Carol H. Pitchersky Fellow, the Leadership Conference's dedicated fellowship for young professionals aspiring to careers in fundraising and development
- Direct the Manager of Operations & Annual Fund on projects where assigned, most significantly the Hubert H. Humphrey Dinner
- Collaborate with the Vice President of Development and Director of Institutional Giving on the annual budget, work plan, and inter-department planning
- Identify and share new prospects with the Vice President of Development and Director of Institutional Giving based on Development goals and objectives
- Support major gift and corporate donor activity for CEO and VP of Development

Education and Experience

- Bachelor's Degree; master's preferred
- A strong commitment to social justice, the issues represented by the Leadership Conference, and the overall goals and values of the organization
- At least 7 - 10 years' experience with managing individual and corporate donors
- Demonstrated success in the creation and implementation of development strategies; innovative strategic thinking
- Proven track record in raising 5 – to – 6 figure gifts from individuals
- Experience engaging and raising funds from corporations for general support and special events

- Experience managing large scale special events and leading from inception to execution
- Thorough understanding of fundraising and its applications to increase fundraising capacity and diversify funding streams
- Ability to work well in a fast-paced environment and to manage a complex workload and intra- and inter-departmental priorities
- Attention to detail and focus on executing projects that produce results
- Excellent and demonstrated management, organization, and supervision skills
- Excellent verbal and written communication skills
- Ability to nurture the organization's culture of philanthropy and infuse development and donor stewardship ethics into the thinking of the organizations
- A team player with a "can do" attitude, able to manage numerous responsibilities with good humor and professionalism

Salary and Benefits:

This is a full-time position with a competitive salary and excellent benefits.

To Apply:

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: personnel@civilrights.org with **Director, Major Gifts and Corporate Relations** in the subject line. Only applications submitted by email will be considered. We are looking to fill this position immediately.

Applications will be accepted on a rolling basis.

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability.