



**Job Title:** Director, Philanthropy & Major Gifts

**Reports To:** Chief Engagement Officer

**FLSA Status:** Exempt

**Location:** United States

### **About SHPE**

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

### **Mission**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development.

### **Vision**

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers

### **Job Description**

The Director, Philanthropy & Major Gifts plays an integral role in the successful individual giving and major gifts efforts at Society of Hispanic Professional Engineers. This individual will be responsible for executing and managing the day-to-day processes related to SHPE's individual donor program. The Director, Philanthropy & Major Gifts primary responsibility is the development, implementation and maintaining the expansion and relationships with major, planned and prospective gift donors; especially donors with the giving history or capacity to give \$1,000 or more annually.

The Director, Philanthropy & Major Gifts will report directly to the Chief Engagement Officer. This individual will be charged with managing the donor management system. The individual must work collaboratively with all team members across the organization.

This is a full-time (Remote), exempt position based in City of Industry CA (National headquarters).



## DUTIES AND RESPONSIBILITIES

### Business Development and Fundraising

- Execute a comprehensive, aggressive, and strategic fundraising and revenue growth plan that will fully contribute to the organization's mission and strategic plan to expand SHPE's reach; expand the diversity of funding opportunities in the areas of individual donors, major and planned gifts
- Manage an active portfolio of major and planned gift prospects capable of making at least \$1,000 donations annually
- Conduct research, identify, and pursue any/all prospective funding opportunities
- Persuasively convey the SHPE vision, mission, and value proposition via marketing, communications, public relations, presentations, speaking opportunities, and fundraising strategies
- Support the Executive Management of SHPE, and their respective teams, to develop all fundraising campaigns. Manage major gifts campaigns for SHPE which includes, but not limited to, securing campaign leadership, prospect identification and cultivation, organizing and executing awareness and signature events, and presenting opportunities for giving.
- Create and maintain a formal process to recognize sponsors and donors
- As informed by SHPE's strategic plan, and as directed by the Chief Engagement Officer, support existing fundraising initiatives and projects and contribute to the development of new ones
- Proactively identify the changing fundraising landscapes and strategies to strategically adapt development efforts with agility
- Serve as one of SHPE's brand ambassador

### Annual Giving

- Ensure that each donor and prospect in portfolio have two contacts per year
- Manage, write, and execute annual direct mail campaigns
- In collaboration with the Finance & Accounting team, monitor progress towards achieving individual giving goals

### Organizational Leadership and Management

- Positively represent the organization in all engagement efforts
- Actively contribute to the management team and serves as a positive contributor to the organizational culture
- Collaborate closely with Programs, Finance, Operations, and Information Technology
- Achieve individual donor goals, key priorities, and produce ongoing reports in alignment with the SHPE mission and strategic plan
- Perform other duties as assigned



## **REQUIRED EDUCATION AND EXPERIENCE**

- Ambition to work with diverse communities and a passion for the mission of SHPE
- Bachelor's degree in Business, Public Administration, Non-profit Management, Political Science, Marketing, or other relevant field of study
- 10 years (+) of demonstrated success building and leading a fundraising strategy, ideally in a higher education setting managing alumni donors
- Progressive experience in fundraising and business development
- Experience with executing fundraising plans and cultivation of new alumni and donors
- A keen understanding of fundraising and giving strategies, metrics and best practices, preferably in education, STEM, and diversity
- Experience in large-scale event planning, budgeting, and execution
- Ability to succeed and enjoy working in a fast-paced, highly dynamic environment with a proven skill set utilizing sound judgment, creativity, and effective time management solutions
- Demonstrated experience with/in:
  - developing a diverse fundraising portfolio
  - identifying, cultivating, and securing funding
  - identifying and implementing new revenue opportunities
- Strong interpersonal, organization, and grant writing skills
- Exceptional writing, public speaking and presentation skills

## **PREFERRED ADDITIONAL EDUCATION AND EXPERIENCE**

- CFRE (Certified Fund Raising Professional) or similar certification
- 3-5 years donor management software experience (i.e. Blackbaud, SAGE)
- Master's degree preferred in Business, Public Administration, Non-Profit Management, Political Science, or Marketing
- Bilingual in English and Spanish

## **TRAVEL**

- Required travel to SHPE's National Convention, National Institute for Leadership Advancement (NILA), seven Regional Leadership Conferences (RLDCs), and other national programs and initiatives
- Extensive travel throughout the United States may be necessary to meet with partners, sponsors, and prospects
- Occasional evening or weekend work and travel

## **WORK ENVIRONMENT**

- Moderate noise level
- Fast-paced



### **PHYSICAL DEMANDS**

Ability to:

- Stand one third of the time
- Lift 10lbs or less one third of the time walk one third of the time
- Sit more than two thirds of the time
- Talk and hear two thirds of the time

### **COMPENSATION AND BENEFITS**

- Annual salary is \$80,000-95,000
- Benefits package includes medical, dental, vision, retirement plan, and vacation

### **SUBMISSION REQUIREMENTS**

Interested candidates should submit the following items electronically to [HR@shpe.org](mailto:HR@shpe.org)

- Resume
- Cover letter (with the subject Senior Director, Philanthropy & Major Gifts)
- 3 professional references
- Salary requirements

**Note: Submission deadline is revolving until filled.**

### **EEO STATEMENT**

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.