



Job Title: Senior Director, Philanthropy & Major Gifts

Reports To: CEO

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 Senior 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 establishing, leading, and managing processes and the infrastructure needed to aggressively increase and diversify the organization's revenue. The Senior 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 Senior Director, Philanthropy & Major Gifts will report directly to the CEO and will be a member of the Senior Leadership Team. This individual will be charged with directly supervising the Database Administrator to ensure the overall management and organization of Raiser's Edge, the donor management system as well as works collaboratively with other members of the overall remote and distributed Senior Management team.



This is a full-time, exempt position based in City of Industry CA (National headquarters); Washington DC; Dallas, TX; or another major U.S. city.

DUTIES AND RESPONSIBILITIES

Business Development and Fundraising

- In collaboration with the CEO & National Board of Directors, the Senior Director, Philanthropy & Major Gifts will work collaboratively with other members of the Senior Management Team in the development and implementation of 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
- Develop and manage an active portfolio in Raiser's Edge 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 Directors of Corporate Relations, Events, and Marketing/Communications, and their respective teams, to develop all outreach, relationship-development and marketing/communications campaigns
- Create and maintain a formal process to recognize sponsors and donors
- As informed by SHPE's strategic plan, and as directed by the CEO, 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
- Actively cultivate relationships with local, regional, and national prospective partners, funders, and individual donors
- Serve as one of SHPE's brand ambassador

Annual Giving

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



Organizational Leadership and Management

- Provide leadership to create a culture innovation and growth throughout the entire SHPE ecosystem
- Positively represent the organization in all engagement efforts
- Actively contribute to the Senior Leadership Team and serves as a positive contributor to the organizational culture
- Collaborate closely with Programs, Finance, Operations, and Information Technology
- Develop departmental goals, key priorities, and ongoing reports in alignment with the SHPE mission and strategic plan
- Provide leadership, supervision, guidance, mentorship, and coaching to the team and staff
- 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
- 7-10 years of demonstrated success building and leading a fundraising strategy or any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been obtained
- Progressive experience in fundraising and business development
- Experience with developing and implementing fundraising plans and cultivation of new sponsors 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 Blackbaud experience (or similar fund development platform i.e. 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 \$100,000 - \$120,000
- Benefits package includes medical, dental, vision, retirement plan, and vacation

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- 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.