Capital Campaign Individual Giving Director Job Description
Salary Range: $70,000-$80,000
Benefits: Medical, Dental, PTO, Vacation, Holidays

The William Way LGBT Community Center seeks a Capital Campaign Individual Giving Director to help implement essential individual fundraising activities behind its $41M Build the Way capital campaign, which will breathe new life into the Center’s historic home at 1315 Spruce Street.

The Capital Campaign Individual Giving Director will have development experience and exposure to or experience in fundraising campaign management. The ideal candidate should: possess excellent communication skills and attention to detail; be capable of managing quickly changing information from multiple sources; have an interest in and appreciation of LGBTQIA+ causes and communities; and feel comfortable providing inclusive, informed, and radically unbiased support and guidance to a diverse group of people.

This position will be largely focused on strengthening and streamlining the Center’s individual fundraising program for the Capital Campaign and supporting the larger organization. From Summer 2023 until Winter 2025, that work will largely be focused on prospects and donors who support the Build the Way Campaign. Beyond that, this position may offer an opportunity to continue to support individual fundraising at the Center in the Development Department, ensuring that campaign supporters are effectively transitioned to operations or program supporters.

This position will join a team of an Executive Director, Capital Campaign Director and Capital Campaign Assistant, with support from fundraising consultants Fairmount Ventures. The Capital Campaign team also coordinates with a larger Development Department including a Chief Development Officer, Development Manager, Communications & Events Specialist, and a Community Engagement Specialist.

This full-time position will report to the Executive Director. Candidates should have the ability to travel in and around Philadelphia and the surrounding counties, and work effectively in a hybrid work environment.

Prospect Cultivation and Solicitation
- Work with Executive Director, Capital Campaign Director and Campaign Counsel (Fairmount) to develop and implement strategies around prospect cultivation and solicitation
- Introduce prospects with giving potential up to $10,000 to the campaign by sharing information, taking them on tours (individually or in groups), or doing presentations at their places of work
- Present prospects with information about how they can financially support the campaign, including target gift amounts, multi-year pledges, stock gifts, etc.
- Directly solicit prospects for campaign gifts or pledges
- Follow up with prospects to close gifts, confirm payment plans, and affirm acknowledgment strategies
- Directly thank donors via email, phone calls, etc.
- For gifts above $1,000, assign thank you emails or calls to the Executive Director or Campaign Committee Co-Chairs

**Donor Engagement and Stewardship**
- Prepare and distribute campaign updates to donors who have supported the campaign
- Attend in person and virtual donor engagement and stewardship events
- Work with multi-year donors to manage timely pledge payments
- Assist Executive Director in working with major donors to make additional campaign gifts and pledges

**Campaign Committee Management**
- Assist Capital Campaign Director in keeping committee members apprised of campaign progress via email updates and presentations virtually and in person
- Help to identify goals and activities related to help committee members with:
  - prospect identification (finding people in their networks to introduce to the campaign)
  - prospect cultivation (getting those people excited about the campaign by sharing their personal stories)
  - prospect invitations (asking them to attend a house party or Center tour)
  - prospect introductions (asking them to meet with someone at the Center to talk about supporting the campaign)
  - donor stewardship (continually making their connections feel good about supporting the campaign, once they’ve done so)
- Ensure committee members have all the logistical and informational materials they need to do those five things!

**Administrative Support**
- Track all interactions with prospects, donors, and committee members
- Track campaign progress and update campaign materials as needed
- With support from the Capital Campaign Assistant, provide formal acknowledgment of all campaign gifts, document them in the Salesforce database, and ensure that relevant committee members engage in personal recognition
- Update all campaign materials as needed
- Attend and participate in weekly campaign meetings
- Administer and manage pledge installment system
Salary Range: $70,000-$80,000
Benefits: Medical, Dental, PTO, Vacation, Holidays

Resumes and cover letters can be uploaded to jobs@WWCCDevelopment by August 31, 2023. Questions can be sent to Renee at rgilinger@waygay.org with “Individual Giving Director Position Question” in the subject line.

# # #

The William Way LGBT Community Center seeks to engage and support the diverse LGBTQIA+ communities in the greater Philadelphia area through arts & culture, empowerment, and community connections. To learn more visit www.waygay.org.

We are embarking on a daring and visionary project – to transform and rebuild our existing community center into an expansive, inclusive, colorful, and unabashedly queer space for all LGBTQIA+ folks to gather, celebrate, learn, and find lifegiving support. To learn more visit www.buildtheway.org