

MEND | Meet Each Need with Dignity

10641 N San Fernando Road

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www.MendPoverty.Org



JOB DESCRIPTION

POSITION TITLE: Director of Major Gifts & Planned Giving

FSLA STATUS: Non-Exempt

REPORTS TO: Chief Development Officer

SUPERVISES:

LOCATION: Onsite – Pacoima

WAGE RANGE: \$53-57/hr.

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

Job Summary: The Director of Major Gifts and Planned Giving takes an active role in carrying out MEND's overall fundraising strategy and is an experienced and relationship driven development professional. Reporting to the Chief Development Officer, this position is responsible for cultivating and stewarding current and prospective major and planned giving donors. The ideal candidate is a seasoned and strategic fundraiser passionate about transforming lives and capable of cultivating high-level donor partnerships that significantly impact our mission.

Essential Functions:

1. Develop and manage a portfolio of major donor prospects with giving potential of \$5,000-\$250,000 per year and/or potential for planned giving. Meet or exceed annual major gifts revenue targets set by the CDO and CEO
2. Identify, research, and strategically cultivate new major gift/planned giving prospects.
3. Prepare and implement comprehensive cultivation and stewardship plans with measurable results metrics for expanding both major gifts and planned giving.
4. Create personalized cultivation and solicitation strategies for individual donors.
5. Conduct donor meetings, primarily in-person, and by phone or virtual, where required. Lead annual donor appreciation event planning.
6. Work with the Chief Development Officer & President/CEO to engage the Board of Directors and senior leadership in developing and stewarding relationships with current and prospective donors.

7. Arrange opportunities (such as facility tours) for current and potential donors to engage with MEND programs to increase financial support.
8. Develop compelling narratives that connect donor interests with MEND's mission.
9. Maintain detailed donor interaction records in the donor CRM; ensure donors are acknowledged in a timely manner.
10. Represent MEND with donor engagement & stewardship activities, including at MEND's annual gala and other external events.
11. Other duties as assigned

Qualifications:

- Bachelor's degree required
- Seasoned and skilled fundraiser with experience in the nonprofit sector, preferably in the human services sector
- 5 or more years of proven major gifts and planned giving fundraising experience
- Persuasive oral and written communication skills; exceptional research skills to identify donor prospects
- Demonstrated track record of identifying, cultivating, and *closing major gifts*
- Ability to track and monitor key short- and long-term goals and strategic metrics
- Exceptional interpersonal and communication skills
- Ethical fundraising professional
- Strong organizational and time management abilities; able to coordinate competing priorities and meet deadlines
- Proficiency in donor management CRM software
- Bilingual (Spanish/English) preferred
- Passionate commitment to the kind of work that MEND does
- Reliable transportation

TIME COMMITMENT: Full time 70 hours per pay period; may include some evening and weekends and local travel.

All positions contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

All employees will be required to adhere to all relevant confidentiality agreements, policies and procedures to safeguard client information. Employees will be required to complete all mandatory training annually, including but not limited to HIPPA, compliance, safety, cyber security, and harassment.

To apply, please submit a cover letter and resume to jobs@mendpoverty.org by **(February 14, 2025)**. Please include a detailed description, in your cover letter, of how your professional experience meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

Benefits:

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year. Accruals are based on hours worked.
- Option to participate in employer sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.