

Job Announcement
Manager of Philanthropy

Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

The position detailed supports The Contingent's initiatives, including Every Child (www.everychildoregon.org), Emerging Leaders (www.emergingleaderspdx.org), Know Me Now (www.knowmenow.org), and SINE (www.sine.org).

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.thecontingent.org.

Opportunity Summary:

The Contingent is making a robust investment in our advancement and donor engagement team. The Manager of Philanthropy is a new role that will be integral in the development and implementation of new processes including, but not limited to, leading annual, capital and planned giving efforts as well as identifying, cultivating, soliciting, and stewarding new and current major gift donor prospects ensuring donor and revenue goals are met. This leader will have an active role in all aspects of fundraising events, communication strategy, and donor management software implementation and will work closely with the marketing and programmatic teams. The Manager of Philanthropy will supervise the Donor Care Specialist and report to and work closely with The Contingent's Executive Leadership Team and related staff to build a culture of philanthropy and generosity and develop a pipeline of major gift and corporate donors as well as create and maintain strong relationships with foundations.

In addition to managing their own portfolio of major gift donors, the Manager of Philanthropy will oversee all funding sources, as well as hold the Executive Leadership Team and Initiative Directors accountable for stewarding their own portfolios.

The Contingent is searching for a proven, relationally-minded Manager of Philanthropy that would help to create and be responsible for implementing The Contingent’s fundraising vision—to invite partners into the compelling stories and the programs that enhance those communities. The Contingent’s fundraising philosophy is centered on a relational, team oriented not transactional approach to development, with the goal of building deep, meaningful, and life-long financial partnerships.

In conjunction with the Executive Leadership Team, the Manager of Philanthropy will be responsible for The Contingent’s development and communication efforts and ensure alignment with The Contingent’s overall vision and core beliefs. Ultimately, the Manager of Philanthropy is responsible for executing sophisticated and innovative strategies that lead The Contingent towards financial sustainability and a growing, dynamic brand presence.

The ideal candidate for this position sees donor development as an extension of The Contingent’s commitment to practice radical hospitality. They are a pro-active strategist; someone who takes initiative, a relationship and team builder, delights in creative process development, and equipping others with the tools they need to lead out of their strengths.

Personifying our hopeful, collaborative, generous, and determined core values, this role will think out-of-the-box to provide meaningful connections to all supporters. This role will lead the way to provide the resources and funds to meet The Contingent’s mission and goals for years to come.

The ideal Manager of Philanthropy candidate will be a:

Relationship Builder. The Manager of Philanthropy has a history of building relationships. They know how to initiate, care for, build and follow up on relationships that provide the foundation for impactful fundraising work.

Proven Leader and Team Builder. The Manager of Philanthropy must be able to successfully “lead leaders.” This requires an individual with a tried and tested philosophy on leadership, as well as an innate ability to identify and develop the unique gifts, skills, and passions of others and to coach them towards growth and success.

Driver. The Manager of Philanthropy has a proven track record of accomplishing tasks. They are able to define and determine priorities in real time and keep the workflow going to meet the goals of development.

Strategic Thinker. The Manager of Philanthropy should also possess strategic abilities and experience, including the ability to design strategic vision and the ability to leverage data and other resources to identify opportunities, challenges and vulnerabilities that implicate organizational goals.

Strong Communicator. The Manager of Philanthropy will grow into an important external face of The Contingent and must be a compelling communicator and have demonstrated high-touch relationship building experience.

Person Rooted in Equity and Justice. The Manager of Philanthropy is ultimately responsible for ensuring that The Contingent’s work is shared in a compelling way that honors the dignity and story of all involved and invites partners into a deeper understanding of justice, equity, and their collaborative role in the betterment of a community. This requires that the Manager of Philanthropy has a heart towards racial justice and a humble desire to engage financial partners in a way that is restorative and equitable.

This leader recognizes the importance of providing donors what they need to see themselves as full partners and investors in mobilizing community and empowering leaders. They are passionate about getting to know the story behind the story.

Breakdown of Job Responsibilities:

- **Oversee major gift strategy (accountability and support to Executive Team and Initiative Directors cultivating major gifts):** 20%
- **Manage their portfolio:** 20%
- **Supervise Donor Care Specialist and donor communications:** 15%
- **Oversee additional sources of revenue (Foundations, Corporations):** 20%
- **Strategic Development Planning and Evaluation:** 15%

- Administrative Duties as Assigned (Database management, Reporting, etc.): 10%

Position Requirements:

- A self-starter who seeks and seizes opportunities
- A successful track record of securing major gifts of \$25,000 or more is required
- Bachelor's Degree; Master's preferred
- Demonstrated ability to initiate, develop, and maintain relationships
- Excellent written and verbal communication skills
- Minimum of 3 years of progressive responsible fundraising experience with a proven ability to identify, cultivate, solicit, and steward major gifts in a large, complex, multi-divisional nonprofit organization
- Planned giving experience preferred
- Strong experience working with public and private sector funding sources

Personal Qualifications:

- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families
- Commitment to the mission of The Contingent, including its initiatives: Every Child, Know Me Now, Emerging Leaders, and SINE
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Deep commitment to serving under-represented kids, youth, and families and those in government who work with them
- Relates well and works effectively with diverse groups of stakeholders who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon

Employment Terms, Accountability, and Compensation:

- Competitive salary, commensurate with prior experience
- Comprehensive benefits including premium medical and dental insurance (covered fully for employee), generous paid holiday, vacation, sick, personal, and parental leave, flexible work environment
- Full-time position

- Legally able to work in the United States
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families

Anticipated Start Date:

October 2021

Application Procedure:

Applicants must submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to [hiring@thecontingent.org](mailto: hiring@thecontingent.org).

All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.