

## Job Announcement

### Director of Generosity + Investment

#### 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 communities 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 – and soon, the four corners of our country. 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](http://www.everychildoregon.org)), Emerging Leaders ([www.emergingleaderspdx.org](http://www.emergingleaderspdx.org)), and SINE ([www.sine.org](http://www.sine.org)).

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

*\*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz [k.bartz@thecontingent.org](mailto:k.bartz@thecontingent.org) for additional information.*

#### Opportunity Summary:

The Contingent is making a robust investment in our advancement and supporter engagement team. The Director of Generosity + Investment is a **new role** that will be integral in the building of the new Generosity + Investment team including but not limited to, training Directors around supporter care, leading annual, capital and planned giving efforts as well as identifying, cultivating, soliciting, and stewarding new and current major gift supporter (donor) prospects ensuring organizational goals are met. This leader will have an active role in all aspects of fundraising events, grants management, communication strategy, and support management software implementation and will work closely with the marketing and programmatic teams. The Director of Generosity + Investment will supervise the Generosity 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 supporters as well as create and maintain strong relationships with foundations.

In addition to managing their own portfolio of major gift supporters, the Director of Generosity + Investment will oversee all funding sources, develop fundraising plans alongside initiative Directors, 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 Director of Generosity + Investment 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 approach to development, with the goal of building deep, meaningful, and life-long financial partnerships. The Director of Generosity + Investment will need to both articulate and respond to a Biblical motivation for generosity as many of The Contingent's supporters are actively involved

in the Christian faith community.

In conjunction with the Executive Leadership Team, the Director of Generosity + Investment 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 Director of Generosity + Investment 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 supporter care 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. They are process minded with skill in project management, coordination, and coaching others.

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 Director of Generosity + Investment candidate will be a:*

**Relationship Builder.** The Director of Generosity 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 Developer of Leaders and Team Builder.** The Director of Generosity + Investment 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.

**Fundraising Expert.** The Director of Generosity + Investment will provide high-level leadership, organization, strategy, and management in Generosity + Investment. They will be particularly enthusiastic about creating a mid to major supporter strategy.

**Collaborative Project Manager.** The Director of Generosity + Investment has a proven track record of accomplishing tasks. They will lead the programmatic staff in supporter stewardship, and project teams around individual grants and events. They are able to define and determine priorities in real time, utilize project management software, build collaboration, and keep the workflow going to meet the goals of Generosity + Investment. The Director of Generosity + Investment is comfortable leading in their convictions and building processes while also prioritizing listening to the needs of individual directors.

**Strategic Thinker.** The Director of Generosity + Investment should 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 Director of Generosity + Investment 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 Director of Generosity + Investment 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 Director of Generosity + Investment 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 supporters 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:**

- 20% Oversee major gift strategy (accountability and support to Executive Team and Initiative Directors cultivating major gifts)
- 20% Manage fundraising portfolio
- 15% Supervise Generosity Specialist, supporter communications, and support growing monthly supporter base
- 20% Oversee additional sources of revenue (Foundations, Corporations, Events)
- 15% Strategic Development Planning and Evaluation (including developing a cohesive Generosity + Investment strategy for affiliated offices)
- 10% Administrative Duties as Assigned (Database management, Reporting, etc.)

### **Knowledge, Skills, and Abilities:**

- Minimum of 5 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
- An initiator who seeks and seizes opportunities, thrives as a strategy and implementation partner, and enjoys coaching rising leaders
- A successful track record of securing major gifts of \$25,000 or more is required
- Demonstrated ability to initiate, develop, and maintain relationships
- Excellent written and verbal communication skills
- Strong experience working with public and private sector funding sources
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Bachelor’s Degree; Master’s preferred
- Planned giving experience preferred
- Bi-lingual English/Spanish speaker a plus (with associated compensation)

### **Personal Qualifications:**

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- Experience supporting teams of entry-level professionals and coaching rising leaders in their development
- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence

- 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 (range 70-90k)
- 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:**

Mid-summer

### **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 [hire@thecontingent.org](mailto:hire@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.*