

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for a

Director of Major Gifts

Under the direction of the Chief Development Officer, the Director of Major Gifts will provide creativity, enthusiasm, and new ideas to attract and engage major donors and corporations for monetary donations to Community Action Partnership of Orange County's fundraising capacity to build sustainable support in impacting the lives of hundreds of residents, playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives.

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WHO WE ARE

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond



to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *“We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”*

VALUES

In addition to our EPIC values our external values are as follows:

Leadership

We are guiding critical shifts in how people think and act to address the root causes of poverty

Collaboration

We bring together all capable partners to achieve transformative results

Trust

For over 50 years, the community has counted on us to empower those in need

Compassion

We treat each person we serve respectfully and with great care

Justice

We are passionate about advocating for those living in poverty and creating equity throughout the region

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Chief Development Officer, the Director of Major Gifts will implement, develop, cultivate, solicit, and maintain relationships with major gift donors and corporations to secure funding to meet the long-term financial needs of Community Action Partnership of Orange County (CAP OC or Agency). Develop and actively manage a portfolio of major gift prospects and donors.

The annual salary range for this position is \$100,000.00 TO \$110,000.00

This position will primarily work a hybrid schedule and will be directed as needed to work in an established CAP OC location, or community location, as determined by the Chief Development Officer.

ROLES AND RESPONSIBILITIES

- Identify, develop and maintain a portfolio of individuals and corporate donors capable of providing and giving significant contributions of \$25,000+ to support CAP OC's mission and long-term financial goals.
- Steward donors who have already made a donation to CAP OC.
- Develop and implement management strategies and approaches aimed at advancing donors into higher level so of giving and ultimately, planned gifts



- Conduct research to identify the goals, net worth, charitable donation history, or other data related to potential donors and/or investors, or general donor markets.
- Build relationships with donors and ensure all major donors receive appropriate, consistent recognition and an accounting of the impact of their donation to CAP OC.
- Attend community events, meetings, or conferences to promote CAP OC mission, solicit donations or sponsorships, and build relationships.
- Assist with planning and executing events, mixers, and salons intended to increase awareness of CAP OC's mission, activities, and contribution needs
- Develop and identify a pipeline of prospective donors for long-term CAP OC support
- Develop, implement, and manage fundraising activities with set fund raising goals that focus on primarily individuals and corporate donors while maximizing participation and contributions and containing costs. Monitor and report the progress of fundraising activities and goals.
- Input and utilize Raiser's Edge data to track all actions, deadlines to enhance working knowledge, history of donors, conducting campaigns, and reporting utilization.
- Ability to write and produce quality proposals, reports and work with the Communications manager as needed to produce major gift collateral as needed.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- At least three years' proven fundraising track record with experience identifying, cultivating, soliciting and stewarding high-level donors.
- Public speaking ability to speak on the needs of the community clearly and compassionately, CAP OC's mission and strategic goals to individuals, government officials, small to large group of diverse people.
- Excellence in establishing effective relationships with private citizens, private industry, community leaders and groups, legislative representatives, advisory boards, co-workers, and volunteers.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Knowledge of principles and methods of showing and selling services, marketing strategies and campaigns, communication methods using written, oral, and visual media.
- Demonstrating a high level of self-motivation, while working collaboratively within a team to achieve overall departmental and CAP OC goals.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using sound judgment and discretion in handling and securing sensitive confidential information, along with maintaining a highly professional manner.
- Using Raisers Edge to its full capacity, running reports, and demonstrating basic features of the system.



IDEAL CANDIDATE MUST BE

- Customer service focus: Establish and maintain rapport with co-workers, public officials, private industry, business partners, community leaders and groups, legislative representatives, advisory boards, and volunteers from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of CAP OC and meet gift giving goals.
- Task Oriented: Work independently, manage multiple tasks, and demonstrate good judgement skills.
- Creative/Innovative: Develop new and unique ways to increase major gift donations, expand corporate donations, support and create new giving opportunities.
- Decisions Maker: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- Work Schedule Flexible: Ability to work and attend events off-site during business hours, after business hours and/or weekends as needed. Attended events may be held outdoors in varying temperatures and weather conditions. Maintain flexibility to work remotely or in an office as directed by direct reporting manager and/or CAP OC management.
- Language skilled: Demonstrate strong verbal, reading and written fluency in English and having the ability to briefly summarize the essence of issues and means to address them. Must possess strong public speaking skills to have meaningful dialogue with the audience.
- Mathematical: Ability to add, subtract, multiply, divide, and determine percentages in order to have sound calculations for reporting and billing purposes.
- Computer literate: Competently use the Internet, Microsoft Office (Word, PowerPoint, Excel Access, Outlook), and Raisers Edge via an office/laptop computer, PC Tablet/Notebook, I-Pad. Ability to operate a printer, projector, copier, cell phone and/or other electronic devices.

EDUCATION AND EXPERIENCE

Bachelor's Degree and at least 3 - 6 years' experience in fundraising experience in major gifts.

TRAVEL

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is local within the Orange County area during the business day using personal vehicle. Travel may be during evening hours, weekends and possible out-of-the-area and overnight travel.



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, sit, stand, kneel, crouch, crawl, twist, turn, walk, bend at the waist, talk and hear, use of hands and fingers, twisting of wrists, smell, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and prolong manual dexterity of wrist and fingers, prolong computer work and prolong sitting and/or standing. The employee must regularly lift and/or move objects up to twenty-five (25) pounds. The work environment for this role is predominantly indoors, when called upon to work special events, the event may be held outdoors in varying temperatures and weather conditions.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan, and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

