



*No Recruiters/Agencies and No phone calls*

## Director of Development/Major Gifts

WiNGS is a Dallas nonprofit dedicated to helping women shape their future.

- **Our Mission** – Empower women. Fight Poverty. Impact Generations.
- **Our Vision** – Build a network of women that will create a poverty-free Dallas.
- **Our Pillars** – Collaboration. Confidence. Community. We believe groups of women are powerful and together, they are capable of anything.

***Join us at WiNGS, where women broaden their sense of what is possible.***

Women and volunteers come to WiNGS to learn new skills, receive one-on-one coaching or mentoring or to join networks of other women facing similar challenges.

WiNGS seeks a **Director of Development/Major Gifts** responsible for the development and growth of a well-coordinated major gifts program designed to cultivate and solicit gifts from all constituencies. This individual personally identifies, qualifies, cultivates, solicits and stewards donor prospects who have the capacity to make five and six figure gifts.

The **Director of Development/Major Gifts** is responsible for increasing revenue, retention and acquisition working alongside a team of staff, Board Members and volunteers. Funds raised support several initiatives, including: The Annual Campaign, Strategic Gifts and Special Events. WiNGS has a \$3.5 million annual budget, with 50% of revenue covered through multi-year funding.

The ideal candidate will be an outgoing relationship-builder with a proven track record of working with high-wealth individuals, corporate executives and foundations to secure five and six figure gifts. **Successful candidates have a proven track record of identifying, engaging and converting prospects to donors and a drive to be out of the office raising funds and building a solid pipeline for future growth**

### PRIMARY RESPONSIBILITIES

#### *Fund Raising*

1. Identify, research, and qualify prospective donors that represent the highest giving potential for the organization.
2. Initiate contact and meet with existing and potential donors.
3. Develop cultivation strategies for prospects; engage staff, Board, or other organizational supporters as appropriate.
4. Move potential donors toward solicitation and closure; engage staff, Board, or other organizational supporters as appropriate.
5. Oversee appropriate acknowledgment and recognition of major donors/contributions.

#### *Donor/Relationship Management*

1. Manage a portfolio of new and retained donors through meaningful interactions and relationship-building strategies to increase their support.
2. Develop portfolios of prospects for cultivation and solicitation by the Chief Executive Officer, Board, and other staff. Provide on-going guidance, appropriate accountability and strategic counsel to each to support their successful cultivation and solicitation.
3. Engage with donors in a variety of ways to identify specific donor interests and deepen their connection to WiNGS.
4. Leverage both internal and external events and opportunities to increase meaningful donor interactions.

### *Communications*

1. Develop case for support and tailored funding requests and reports for individual prospects.
2. Produce materials and tools to communicate regularly with donors, supporters and potential partners.
3. Represent WiNGS in an official capacity, such as formal presentations, public speaking and participation at events, as needed.
4. Utilize CRM system to manage the relationship building process, including ongoing communications, interactions, future moves and contributions.

### **ESSENTIAL QUALITIES & QUALIFICATIONS**

1. Demonstrated success in personal cultivation, solicitation, stewardship and closing of major gifts at the \$25,000 level and above.
2. Experience in recruiting and developing high net worth volunteer leaders.
3. Solid knowledge of annual giving, donor prospecting and cultivation. Able to articulate and help others create a solid case for giving and engagement.
4. Excellent verbal and written communication skills, strong analytical skills, ability to mediate, negotiate and resolve conflicts independently.
5. Solid relationship-building skills; able to comfortably interface with high net-worth individuals and executives, and work with people from a variety of personalities, cultures and settings.
6. Ability to manage highly confidential personal and financial information.
7. Experience managing budgets. Keen understanding of financials.
8. Bachelor's degree required.
9. Minimum 5 years of experience in prospect management, donor cultivation and solicitation.

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

### **HOW TO APPLY**

For immediate consideration, qualified candidates should submit a resume or application, along with a cover letter and salary requirements to [hr@wingsdallas.org](mailto:hr@wingsdallas.org) or fax to 214.584.2313. Job applications can be found on our website at [wingsdallas.org/about-us/jobs/](http://wingsdallas.org/about-us/jobs/).

WiNGS Dallas | 2603 Inwood Rd. | Dallas, TX 75235 [www.wingsdallas.org](http://www.wingsdallas.org)

**No Recruiters/Agencies and No phone calls**