

Transformational Giving Executive Position Description Available 3/1/2023



Overview

- **Organization:** Girls Empowerment Network
- **Role:** Transformational Giving Executive (TGE)
- **Location:** Texas, with strong preference for candidates who reside in one of our current service regions—Austin, Dallas, Houston, or San Antonio
- **Reports to:** Deputy Director; high level of on-going collaboration with Director of Development and CEO
- **Classification:** Permanent, part-time, salaried, 20 hours/week, \$45,000 annual salary
- **Working expectations:**
 - We anticipate that after on-boarding and training, the TGE will spend 50-60% of their work time traveling across Texas to meet with donors and prospects.
 - Most of the administrative work and internal meetings for this position will be virtual/remote from the candidate's home office (or other chosen location.) There is an option to office in our facilities in Austin or Houston if desired. A few times a year in-person attendance at events, retreats, and meetings in Austin and Houston will be required.
 - Work hours will be flexible and should generally fall M-F between 9am and 6pm CST, but with a high level of autonomy. A few times a year, some evenings and weekend work will be required.
- **Hiring timeline:**
 - The TGE role is set to officially begin on payroll as of 3/1/23.
 - While applications are opening in November, we anticipate that interviews will occur throughout January, February, and March. Candidates who submit their applications before January should expect not to hear from us until after the New Year.

Girls Empowerment Network seeks a highly experienced and skilled fundraising professional to serve as the agency's first Transformational Giving Executive (TGE.) The TGE will join the agency's fundraising department and champion philanthropic gifts with transformational potential. In partnership with the Director of Development, CEO, Deputy Director, board, and other fundraising staff, the TGE will lead the creation and management of a comprehensive major gifts program. The TGE will be a results-driven position filled by a seasoned fundraiser who is more interested in execution than perfection and relationships than bureaucracy.

By demonstrating incremental achievement of progressively growing revenue goals, the TGE will play a key role in Girls Empowerment Network's ability to expand our services and reach more girls with our self-efficacy building curriculum. Our vision for this position is that by 24-36 months on the job, the TGE will grow to carry a portfolio of 100-150 relationships with donors capable of and contributing \$10,000+ annually (with hopes to grow what is a "transformational" level gift for the agency in the future.) As the first person in the agency's history who will work exclusively on a major gifts program, the new TGE will be someone who has comfort with a high level of autonomy, who has an entrepreneurial spirit, who is an accountable, productive "closer," who is a community-centric fundraiser with impeccable ethics, who is a mature, polished professional, who is comfortable building relationships with supporters of all kinds, and who is excited to steward them as engaged, lifelong givers to Girls Empowerment Network. For the right TGE who reaches or exceeds revenue targets, the position can grow into a full-time role in future years.

Key Positions Responsibilities

- Create, implement, manage, and execute a major gifts program to receive donations of a size with transformational potential.
- Manage all stages of the fund development cycle and appropriate donor cultivation and stewardship activities to ask for and receive donations of \$10,000+.
- Utilizing Girls Empowerment Network's donor database developed over 25+ years and wealth screening tools, identify and pursue relationships with new prospects capable of \$10,000+ annual giving.
- Work with CEO, Deputy Director, and Director of Development to support better stewardship and engagement of existing major donor relationships to grow their giving to its fullest potential.
- Hold productive and meaningful meetings with major donors.

- Keep closely informed about agency's financial needs; match donor interests to those needs and close asks.
- Work with Director of Development and Deputy Director to set and track personal Key Performance Indicators and demonstrate accountability and successful attainment of KPIs.
- Create and lead personalized giving strategies for donors in the major gifts portfolio.
- Participate as an engaged member of the fundraising team, offering input, support, and advice when appropriate related to the agency's other revenue vehicles.
- Properly document meeting notes and donor data for assigned portfolio.
- Other duties as assigned.

Required Skills and Qualifications

- Minimum of 7 years' experience in professional fundraising.
- Deep seated passion for the agency's mission, vision, goals, values, and work; a commitment to gender, racial, and social justice.
- Demonstrated track record of closing numerous asks of \$10,000+.
- Impeccable integrity, professional skills, and relationship building abilities.
- Steadfast determination to set and reach revenue targets.
- Ability to commit to a consistent but flexible 20 hour/week schedule.
- Ability to travel easily throughout the state of Texas, especially to Austin, Dallas, Houston, and San Antonio, to visit with prospects and donors.
- A strategic thinker who can collaboratively partner with other fundraising staff, leadership, board, and existing donors to identify current supporters to steward into major donors and new major donor prospects.
- Commitment to [industry ethical standards](#) and [Community-Centric Fundraising](#) principles.
- Work cooperatively, courteously, and effectively with a broad spectrum of people ranging from staff, board members, volunteers, and donors.
- Confidence and ability to serve as a public advocate and organizational spokesperson.
- Strong written and verbal communication skills.
- Computer literacy in general office software programs, including word-processing, spreadsheet, and fundraising software.
- Ability to work independently, exercise initiative, and accomplish tasks without continuous supervision.

Desired Skills and Qualifications

- Educational achievements related to fundraising, such as a Master's in Nonprofit Management or Philanthropy, Certified Fund Raising Executive (CFRE) or Advanced Certified Fundraising Executive (ACFRE) or similar credential.
- Experience working with Salesforce as a constituent relationship management system and/or WealthEngine as a wealth screening tool.
- Demonstrated track record of directly raising \$1M+ in a fiscal year timing.
- Demonstrated track record of closing multiple single gifts of \$100,000 or more.
- Experience raising funds for gender justice causes or organizations during a time of rapid organizational growth or change.

What the TGE can count on from Girls Empowerment Network

- A flexible 20-hour work week with an annual salary of \$45,000.
- Generous personal paid time off and paid holidays.
- Cell phone stipend; travel and mileage reimbursements.
- Potential to self-fund role into a full-time position (if desired and goals are met) after initial trial period.
- Agency-paid Association of Fundraising Professionals membership.
- A collaborative and supportive work environment with a team dedicated to social justice and a workplace free from discrimination and harassment:
 - *Our values guide how we live every day to support our mission and vision. We search for passionate leaders to join our team who will lift others up and listen to every voice, who want to*

make an impact and celebrate girlhood. To that end, we look for people who bring diverse experience and perspectives. We make hiring decisions based on qualifications, merit, and organization needs. Girls Empowerment Network does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other status protected by law.

- A work culture that knows life is more than what you produce and supports you as a whole human.
- A fundraising department with strong revenue streams in place from grants, sponsorships, and grassroots contributions.
- A “development professional friendly” leadership team with strengths, competencies, and experience in fundraising; a Director of Development overseeing strategy and vision.
- A Salesforce database of supporters and a community network with enormous potential for transformational givers within it; WealthEngine screening tools integrated and able to be accessed.
- Reasonable initial goals during trial period and with realistic expectations about ramp up. The TGE will play a role in helping set revenue targets in advance of future fiscal years.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
2. Vision adequate to read correspondence, computer screen, forms, etc.

To apply

Please send a resume and a cover letter to Ami Kane, Deputy Director, at ami@girlsempowermentnetwork.org by February 1, 2023. Please follow these steps in preparing your materials:

- Title the subject line of your email as “Transformational Giving Executive Applicant.”
- Attach your resume and cover letter to the email as one or two attachments in Microsoft Word or PDF formats.
 - Please save each document with your first and last name in the title of the file.
- Include at least 3 professional references on your resume (who will not be contacted until further in the process.)
- In your cover letter, please:
 - Tell us about your interest in this role, why are you are strong fit for it, and what your biggest strengths are as a fundraiser,
 - Tell us about your interest in working on our mission and why gender justice is a cause you are passionate about,
 - Tell us something unique about you that you bring to your candidacy, and
 - Please limit your cover letter to no more than 2 standard Word size pages.

Questions

If you have questions about this role which may affect your decision to apply, we request that inquiries be made via email ONLY to Ami Kane, at ami@girlsempowermentnetwork.org. Please note that the Girls Empowerment Network offices are closed for Winter Break from December 16, 2022 until reopening for business on Thursday, January 5th, 2023. Please do not call our offices about this position.

Comments

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements and is subject to change.

About Girls Empowerment Network

Founded in 1996, Girls Empowerment Network’s mission is to ignite the power in girls by teaching them the skills to thrive and believe in their ability to be unstoppable. Girls in grades 3-12 experience our self-efficacy curriculum at schools, camps, and conferences in Central Texas, Houston, Dallas, and San Antonio. We currently have over 30 full time and part time staff people and an agency expense budget of \$2.3M. [Learn more on our website.](#)