

Major Gifts Manager

Beauty Bus seeks an experienced, creative, and entrepreneurial Major Gifts Manager who has a passion for the values, mission and work of Beauty Bus Foundation. The Major Gifts Manager is an integral part of the professional team at Beauty Bus and plays a key role in its success by executing and managing cultivation and stewardship strategies in support of fundraising campaigns, major gifts, donor relations, and annual giving. By collaborating with the Interim Executive Director, Board of Directors, staff, and volunteer team, the Major Gifts Manager will develop and implement a fundraising and donor strategy that effectively moves existing and prospective individual donors, families, and family foundations from identification to solicitation. The Major Gifts Manager will lead the charge in developing; a world-class major gifts program/society, a differentiated donor experience, business process standards for relationship management at Beauty Bus, and data management and reporting standards.

Work Location and Conditions:

This is a hybrid work position. Work responsibilities are typically completed Monday through Friday with some weekend and evening work required throughout the year.

Classification:

The Major Gifts Manager is a full-time exempt employee of Beauty Bus, is employed at-will, and reports directly to the Interim Executive Director.

Responsibilities & Duties

Gift and Donor Management

- Create and oversee a world-class major gifts program to ensure consistent growth of Beauty Bus's \$5K+ giving community.
- Secure leadership level, multi-year contributions of \$5,000 or more in support of Beauty Bus. The Major Gifts Manager will inherit a portfolio of major gifts donors, will be charged with consistently adding prospects to their portfolio, and will support the Interim Executive Director on the major gifts strategy.
- Ensure alignment to goals and KPIs, standards of practice, team culture, and learning and development.

- Develop, plan, and implement a comprehensive prospect strategy to achieve successful cultivation, engagement, and solicitations, including but not limited to moving prospects from one giving level to the next. This will include oversight of pipeline meetings with Beauty Bus staff and volunteers.
- Identify, create, and implement cultivation/volunteer opportunities, visits, and tours – as needed – to increase involvement for current and prospective donors.
- Create small-scale engagement and event opportunities to educate, inspire, and uplift major gifts donors and prospects. Additionally, leverage signature Beauty Bus events (i.e.. Annual Poker Tournament) to attract more major gifts for the organization.
- In partnership with Interim Executive Director, oversee budget development and monitoring for all major gifts fundraising activities and produce internal and external reports regarding projected and achieved goals.
- Develop the necessary systems, processes, and tools to better communicate the role of major gifts fundraising across Beauty Bus and ensure an integrated fundraising strategy.
- Ensure information related to fundraising strategies and activities, as well as other appropriate information related to donors/potential donors, are entered into the organization’s Constituent Relationship Management system.

Strategic & Administrative Responsibilities

- Work with the Interim Executive Director, establish annual and monthly revenue and major gifts goals; provides reporting to Interim Executive Director on major gifts program performance.
- Design and execute major donor fundraising campaigns, with the goal of increasing engagement and multi-year annual support.
- Prepare prospect communications, research, collateral, and funding proposals.
- Construct, oversee, and execute vision for Major Giving program alongside the Interim Executive Director.
- Mentor and provide major gifts training for staff and volunteers outside of the development department.

- Manage a portfolio of prospects and current donors with the capacity to contribute significant support toward the priorities of Beauty Bus.

Team Collaboration

- Provide critical support and staffing for the Interim Executive Director, The Beauty Bus Board, and its Development Committee.
- Build relationships through email, phone, Zoom, and face-to-face meetings.
- Attend, as necessary or requested, senior level internal meetings to discuss and implement organizational strategy.
- Commit to promoting and supporting an environment of equity, diversity, and inclusion.

General Duties

Additional duties as assigned.

Physical Demands

The physical demands 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.

- Capable of cultivating and managing relationships with high-value donors that lead to increased and consistent diverse revenue for the organization.
- Strategic thinker and able to leverage internal and external resources to maximize fiscal and relationship-building outcomes.
- Passion for the values, mission, and work of Beauty Bus Foundation.
- Ability to work with and communicate with a wide range of internal constituents, including Board Members, program staff, and volunteers.
- Outstanding written and verbal skills to persuasively convey the mission of Beauty Bus to diverse constituencies.
- Ability to function in a fast-paced, high-volume, multifaceted, results-oriented work environment.
- Must be able to work independently and as part of a team.

- Must be committed to authentic diversity, equity, and inclusion.
- Ability to analyze issues, identify priorities, manage projects, and make decisions expeditiously.
- Ability to lead a dynamic team for optimal results.
- Must be proficient in research and relevant analysis, including navigation of databases and online resources.
- Working knowledge of CRM software.
- Proficient computer application skills, including Outlook, Word, Excel, PowerPoint, and additional software applications.

Required Skills & Competencies • Required Educational Experience

- Bachelor's Degree from an accredited four-year college or university in a related field.
- Extensive experience cultivating and closing five and six-figure major gifts, developing donor strategies, and effectively cultivating and stewarding major donors.
- Experience and strong working knowledge of the broad philanthropic landscape, prospect research methodology, best practices, evolving trends in philanthropy, and a full understanding of the trends impacting the fundraising industry highly preferred.
- At least 3-5 years of accelerated responsibilities and exposure to best-in-class major gifts fundraising
- Clean driving record, current driver's license, and proof of automobile insurance.

Compensation and Benefits:

The compensation for the Major Gifts Manager starts at \$75,000-\$80,000 annually and is commensurate with experience. This position is eligible for benefits and bonus compensation package.

Application Process:

Qualified candidates can email a resume and a cover letter describing why they are interested in the Major Gifts Manager position and how their experience relates to the position requirements to jobs@beautybus.org. Please be sure to put "Major Gifts Manager" in the subject line of your email.