



DIRECTOR OF DONOR ADVISING

Our Mission

At In My Shoes, through our Core Values of Dignity, Humility and Grit, we provide housing and support for women who are pregnant and homeless. We have become a leading organization in this space in DFW. The ideal candidate must be passionate about our mission and adhere to our strategic anchors of providing a safe, welcoming community, transformational programming and purposeful investment.

General Responsibilities

The Donor Advisor is responsible for securing financial resources for In My Shoes, as well as aiding in developing strategies for the cultivation, solicitation, and stewardship of donors. This income-generating position reports directly to the Executive Director. The Director of Donor Advising serves as a trusted guide and relationship manager for major donors and philanthropic partners, ensuring that their giving is both meaningful to them and impactful for the mission. Traveling is a requirement for this position so a valid driver's license, insurance, and/or reliable transportation are required.

Objectives

- Donor-Centered Relationship Building
 - Manage a portfolio of major donors and prospects with the goal of deepening their engagement and investment
 - Listen carefully to donors' passions, values, and vision to align them with the organization's priorities
 - Serve as a trusted philanthropic advisor - helping donors discover ways their giving can create the greatest impact.
- Strategic Fundraising & Advising
 - Collaborate with leadership to design tailored strategies for major gifts, capital campaigns, and legacy gifts.
 - Provide customized donor roadmaps that move individuals from first-time gifts to transformational giving.
 - Partner with program staff to ensure cases for support are compelling, data-informed, and mission-driven.
 - Secure major gifts at the \$5000 to \$50,000 level with an initial goal of

raising \$300,000 annually when diversified across major gifts, grants, events, individual giving, foundations, corporate sponsorships and partnerships.

- Stewardship & Accountability

- Deliver timely and inspiring reports that clearly demonstrate the donor's impact.
- Design meaningful recognition and stewardship experiences that honor the donor's generosity.
- Ensure each donor feels valued as a partner, not just a funder
- Manage an existing portfolio of 200 donors and prospects, with frequent contact
- Track prospects and donor contacts in the portfolio using organizational tools and tracking methods via Network for Good.
- Provide timely reports to the Executive Director to keep updated on progress
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect an optimistic and positive attitude, and convey sensitivity to the needs of the donors
- Improve and maintain data management processes and procedures, keeping all necessary information up to date
- Complete annual tax statement letters and thank you efforts for major gifts and special donations
- Track naming opportunities and plan for appropriate donor recognition opportunities, as appropriate
- Execute and report on quarterly/annual fundraising plans, donor solicitations
- Aid in efforts to maintain gift tracking and donor management system

- Leadership & Collaboration

- Work closely with the Executive Director to shape a long-term fundraising strategy.
- Mentor development staff (marketing & outreach) in donor-centered approaches and major gift best practices
- Collaborate across teams to integrate donor engagement into the culture of the organization.
- Demonstrate In My Shoes values in the performance of all duties
- With Executive Director, strategize grant application opportunities each year
- Strategize avenues for donor engagement and appreciation with Marketing and Outreach Manager
- Ensure organizational adherence to branding elements and strategy.
- Participate in the Trivia Night committee as supervisor to MOM and in conjunction with setting the goal and direction for sponsorships

- Participate in annual fundraiser events and other community celebrations.
- Other duties as assigned

Professional Qualifications

- A bachelor's degree and/or knowledge and demonstrated history of discipline and organization to build and maintain donor relationships.
- Excellent written and verbal communication skills
- Proven success in securing and stewarding major gifts (25,000+)
- Capable of handling numerous tasks at once and still meeting deadlines
- Ability to handle sensitive information with discretion and integrity
- 5-7 years of experience in major gifts, donor advising, or philanthropic services

Key Performance Indicators

- 80% of existing donors contacted over a six-month period
- Raise at least \$300,000 annually
- Secure ten new donors at \$5,000+ per year
- 100% of donors are acknowledged through the standardized donor thank-you process
- Increase Trivia Night giving by 10% each year
- Submit 10-15 personalized major gift proposals annually
- Implement custom stewardship plan for all major donors

Compensation

The salary range for this position is \$55,000-\$65,000

Benefits

- Reimbursement of up to \$400/month for a health insurance plan of your choice (up to \$600 with one dependent, and up to \$800 with two or more dependents)
- Reimbursement of up to \$130/month for mental health counseling
- \$25/month cell phone reimbursement
- Mileage reimbursement for eligible donor-related visits or event
- Generous and flexible PTO policy, including vacation, personal, and wellness days

To apply, please email your resume to SaundraH@liveinmyshoes.org.