



## **Job Title: Philanthropy Officer**

Revision Date: 09/20/2024

**Supervisor Title:** Chief Development Officer

**Supervisory Responsibilities:** None

**FLSA Status:** Exempt, Salary

**Full-Time, Benefits Eligible, 40 Hours/Week**

**Range: \$110K-125K**

**Beyond Blindness** is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value People First, championing and building upon the inherent strengths and value within each child, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

**Beyond Blindness** is the only organization of its kind in Southern California that provides all of the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children, and their families, and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

### **Position Summary:**

The Philanthropy Officer is a front-line fundraiser responsible for the identification, cultivation, solicitation, and stewardship of a portfolio of donor prospects. The Philanthropy Officer will focus primarily on securing corporate and individual donors and planned gifts, with an emphasis on closing gifts in the \$1,000-\$25,000+ range and representing Beyond Blindness in the community and at events.

This job description is intended as a guide to the general job responsibilities.

### **Responsibilities**

- Build and maintain a portfolio of major gift donors and prospects, stewarding their engagement and soliciting increased support as appropriate.
- Develop and execute strategies to contact, qualify, and cultivate individuals and companies with the potential to become major donors.
- Undertake regular donor engagement activities, including prospecting visits, tours, virtual meetings with donors and prospects, and intimate donor salons/events.
- Expand prospecting among core audiences, including legacy donors, parents, wealthy families in Orange County, doctors, medical businesses, other regional industry sectors, and alumni.
- Support the development and marketing of a corporate giving program that goes beyond event sponsorship to include more program underwriting, corporate volunteerism, and selling and supporting event sponsorships.
- Support the conception, planning, launch, and sustained management of a planned giving program.
- Support updates to and creation of new fundraising collateral that attracts individual donors (e.g., giving circle)
- Develop targeted campaigns that utilize Beyond Blindness key messages and case for support.
- Create call reports to codify donor interactions.
- Work with CDO to implement a moves management system.
- Create copy for decks and write proposals with support from development staff.
- Work closely with the CEO, CDO, and staff to provide excellent donor experience.
- Provide strategic support as part of a growing Development team responsible for meeting and exceeding annual budgetary revenue targets.

- Other duties, as assigned.

**Education:**

- Bachelor's degree required

**Required Experience:**

- 3-5 years of experience in nonprofit or political fundraising with demonstrated success in engaging and soliciting donors
- A relationship-builder who can maintain relationships and understand and address donor motivations
- Excellent interpersonal, oral, and written communication skills, customer-focus
- Ability to close four to five-figure gifts
- Strong organizational skills and persuasion skills
- Ability to work independently and collaboratively as part of a diverse and collegial team

**Preferred Attributes:**

- 5+ years of fundraising experience, including major gift work
- Knowledge of MS Office, Bloomerang
- Proactive, takes initiative
- Assertiveness
- Enthusiasm
- Persistence and tenacity
- Some research skills
- Manages time well

**Expectations:**

- Belief in mission and commitment to the community Beyond Blindness serves
- Conducts self in a professional manner
- Willing to work evenings and weekends
- Respectful to supervisors and coworkers
- Regards all employee, donor, family, and stakeholder info as highly confidential

**Licensing & Accreditation Requirements:**

All employees working for Beyond Blindness are required to meet the following at all times:

- LiveScan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
- Health Screening (one time or upon re-hire)
- Proof of immunity to Measles or MMR Vaccination Record (one time)
- Flu Vaccine within one year (and each year after that)
- TDAP Vaccine within the last 10 years (and every 10 years after that)
- Current COVID-19 Vaccine (Optional)
- Clear TB test or Chest X-ray within last 4 years (and every 4 years after that)
- Current up-to-date credential, license, certification or units for employment

**Beyond Blindness** offers competitive salary and benefits programs, including medical, dental, vision, life and disability insurance, as well as generous PTO and holiday policies. We also offer continuing education, employee referral bonuses, and childcare programs for eligible employees. We are a diverse community of employees and clients emphasizing a culture of engagement, positivity, and support.

**To apply, send resume and cover letter to: [careers@beyondblindness.org](mailto:careers@beyondblindness.org)**