



Chief Executive Officer  
Lani Santo

**Job Title:** Director of Individual Giving

**Reports to:** CEO

**Position Type:** Full Time, Exempt

### **Organizational Overview:**

Footsteps supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. Based in New York City with remote options nationally, Footsteps offers members peer and emotional support groups, educational and career programs, divorce and custody support, social events and celebrations, and referrals to partner organizations for additional resources. Since Footsteps began in 2003, we have served over 2,300 individuals as they work to define their own identities, build new connections and communities, and lead meaningful lives on their own terms.

We have recently completed a robust strategic planning process, which has laid out a clear vision for Footsteps through 2027. In 2024, as we continue to recalibrate post-COVID, we expect our budget to surpass \$5M with a staff of over 30. This is both an exciting and critical time to join the Footsteps team as we strengthen our internal infrastructure and capacity to meet the expanding needs of this community.

### **Position Overview:**

Footsteps seeks an enthusiastic, motivated, and highly organized individual to serve as Footsteps' Director of Individual Giving. As a co-director of the development department, you will work closely with the Director of Institutional Giving and co-create the strategy for engaging donors through stewardship and cultivation communications, special events and engagement activities, and direct solicitations. Reporting to the CEO, you will establish individual giving goals and strategy so that individual contributions comprise 50-60% of the organizational budget. This is both an internal facing and external facing position, working closely with staff and board, as well as supporters. Footsteps has a deep commitment to diversity, equity, inclusion, and belonging (DEIB). As a director, manager, and member of the Senior Leadership Team, you will be responsible for participating fully in this work and upholding these values.

### **Responsibilities:**

#### *Team leadership and management (40%)*

- Co-direct the Development Department with the Director of Institutional Giving
- Manage a small team including the Development Operations Manager and the Major Gifts Officer (currently vacant)
- Manage the hiring process for additional team members including the Major Gifts Officer

- Collaborate with Director of Institutional Giving and Director of Communications and Field Building to ensure strong collaboration and ensure that their roles and responsibilities for their respective teams is clear
- Work to uphold Footsteps' DEIB values in team management
- Participate in the Senior Leadership Team and collaborate across the organization to build a culture of philanthropy and appreciation

#### *Major donor development (40%)*

- Partner with CEO, Board members and program staff to steward major donors and prospects and ensure they follow-through on their donor cultivation plans
- Enhance moves management process to strengthen the major donor pipeline and expand our base of prospects, including designing an annual calendar of events, and other touchpoints in collaboration with the Development and Communications and Field Building teams
- Serve as a steward and solicitor for 25-30 major (\$5,000-\$25,000) and mid-level (\$1,000-\$5,000) donors and prospects
- Oversee wealth screening and high level donor research for existing major donors as well as prospects

#### *Internal coordination (20%)*

- Oversee revenue projections for individual donors, working closely with the finance team, Director of Institutional Giving and the CEO to develop, track, and update fundraising goals
- Work with the Development Operations Manager and Operations team to refine best practices for gift entry processes to ensure timely and accurate acknowledgement and recognition of all gifts along with internal reconciliation
- Collaborate with the Director of Institutional Giving and the Communications and Field Building team to develop compelling storytelling, case for support and campaign strategies; Collaborate with Communications team around list segmentation for donors and prospects

#### **Qualifications:**

- Commitment to and passion for Footsteps' mission and values and excitement about being part of and contributing to our shared community and culture
- Minimum of 7 years relevant work experience
- 5 years experience as a manager with strong management and emotional intelligence skills as well as experience working with and managing staff of different identities and backgrounds
- Superb verbal and written interpersonal communication skills and ability to build and deepen relationships with current and prospective donors, and to work collaboratively with colleagues
- Superior attention to detail with high degree of initiative, organization, and follow-through
- Dedication to asset-based storytelling and trauma informed fundraising
- Demonstrated commitment to anti-racism, social justice, and anti-oppression practices

- Track record of working closely with board members, creating and sustaining strong relationships
- Comfort working with Salesforce or similar CRM/fundraising database software
- Flexible work style, with the ability to work under tight deadlines and shifting priorities
- Responsible self-starter, able to work independently and with curiosity
- A commitment to documentation and institutional knowledge
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint

**Location:** Commuting distance to our New York City office

**Start Date:** December 2023/January 2024

**Salary:** \$100,000 – \$120,000

**How to Apply:**

Please send your resume and cover letter to [opportunities@footstepsorg.org](mailto:opportunities@footstepsorg.org) and indicate your name and “Director of Development, Individual Giving” in the subject line. We will review applications on a rolling basis, so we encourage you to apply soon.

**Team + Benefits:**

You will be joining an amazing team of passionate, mission-driven colleagues. We offer a competitive benefits package that includes: 20 vacation days; 13 paid holidays; Unlimited sick days; 5 personal days; summer Fridays; 12 weeks of paid parental leave; paid sabbatical after 7 years of continuous service; health, dental, and vision insurance; 3% match for IRA retirement plan; flexible spending accounts for health care and transit; and a professional development stipend.

We are committed to promoting an equitable, safe, and welcoming environment for our members and staff. Footsteps values a culture of respect and inclusive community: honoring personal choice, different sets of beliefs, and diverse lifestyles that promote individuals’ rights to determine the course of their own lives.

*Footsteps is an equal-opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status.*

*We thank you for your interest in career opportunities with Footsteps. Due to high volume, only those candidates selected for an interview will be contacted.*