Helen Keller
JOB ANNOUNCEMENT

Manager, Major Gifts and Events
NYC metro area.
(All staff currently working from home due to pandemic)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition, and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background
The Major Gifts team is at a pivotal moment in which the organization is intentionally growing our community of major donors, and both Board members and staff are energized in the effort.

Candidates who have been part of a development team and are ready to take their career to the next level by managing their own portfolio of donors will find this position especially exciting. This position will also be a good fit for candidates who have been managing events and also maintaining major donor relationships and want to continue to grow their major gift experience. The Manager will have the support of a team and coaching from colleagues with extensive major gifts experience.

Please note that Helen Keller’s offices are closed due to the ongoing pandemic and that all External Relations staff are working remotely until the office reopens. Helen Keller commits to accommodate our employees during this unprecedented time, via remote work and flexible scheduling, as needed, as well as to our duty of care and ensuring appropriate health and safety measures are followed as staff return to the workplace.

Functional Relationships
Reporting to the Director of Major Gifts, the Manager, Major Gifts and Events will work directly with the Office of the President, the Vice President for External Relations, and External Relations colleagues. This role will interact directly with donors and Board members. The Manager will also supervise the Major Gifts Associate. The Associate directly supports the Manager on events and also supports the Major Gifts team with other administrative duties.

The External Relations department is structured in such a way that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.
Scope of the Position
The Manager, Major Gifts and Events has four primary roles. First, this position serves as the lead project manager on all aspects of planning and production of The Spirit of Helen Keller Gala (working closely with the Director, Major Gifts), our annual fundraising event. Second, this position will also manage a portfolio of $5,000+ event donors and prospects. S/he will deploy and collaborate with Helen Keller staff and volunteer leaders in interacting with major donors and prospects for the Gala, and other intimate major gift events. Third, work with the Director, Major Gifts to create a strategy, launch, and implement a series of salon-style engagement events. Finally, the Manager will prospect a portfolio of identified possible major donors that are already engaged with Helen Keller, but not yet giving at the major gift level ($5,000+). The Manager will cultivate, solicit, and steward this portfolio (along with their major donor event portfolio), optimally meeting in person or virtually with and soliciting increasing numbers of donors in person annually.

The Manager will engage donors through events and occasional trips to the field and bring donors and prospects to intimate, salon-style conversation gatherings and events of all sizes. This is an excellent opportunity to significantly grow support for the organization in a role that will include direct engagement with key stakeholders, including Board members and committee volunteers, through our The Spirit of Helen Keller Gala. Unlike similar events in the non-profit sector that rely on corporate sponsors, The Spirit of Helen Keller Gala is mainly supported by individual major donors and an important vehicle for Board members and other event major donors to reach out to their networks, family, and friends.

Responsibilities
• Manage the production of The Spirit of Helen Keller Gala, in close coordination with the Director Major Gifts
  o Plan, budget, and document all work streams including forming a Gala Committee, the cycle of solicitations, thank you letters, invitation lists, data/recordkeeping, collateral design and communications schedules.
  o Lead post-event follow-through including closing outstanding pledges, scheduling and leading debriefing meetings, and incorporating feedback into future plans.
  o Facilitate event timelines and associated staff and volunteer activities. This will include collaborating with the Director of Major Gifts to manage the Gala planning committee.
  o Solicit sponsorship for monetary and in-kind support. Manage a portfolio of individual major donors that give exclusively to the Gala.
  o Provide support for communications with donors and prospects.
  o Collaborate with External Relations staff on content for event materials (letters, invitations, social media posts, etc.).

• Develop strategy, launch and facilitate a new series of salon-style engagement events.
  o The events will be a combination of in-person, phone, and virtual events, in New York and optimally in other areas where donors and prospects live.
  o Collaborate with other colleagues to identify, shape, and prepare speakers and compelling material to share.
  o Collaborate across teams to identify those to be invited, including major donors, major donor prospects, and other donors and constituents whom the organization prioritizes.
  o Collaborate with colleagues to identify and solicit hosts.
  o Prepare all aspects of speakers, event, invitations, run of show, and follow up.
• Manage a portfolio of existing donors and prospects, giving or with the potential of giving $5,000 - $25,000 annually and larger gifts for longer range or specific purposes. Included in this portfolio will be major donors that exclusively give to our annual Gala and other events.
  o Oversee lifecycle of giving including identification, cultivation, solicitation, and stewardship.
  o Personally meet with and engage organizational leaders in meetings with 50-150 donors and prospects a year, growing the number of donors met with over time.
  o Solicit increasing numbers of donors and prospects in person annually or by helping other staff and Board leaders solicit, optimally through face-to-face meetings.
  o Create donor profiles using research tools, craft meeting objectives, help convene and prepare others to interact fruitfully with donors and prospects.
  o Thank donors compellingly and personally.
  o Help Board and staff leadership engage the portfolio through creative and sustained efforts.
  o Play a pro-active role in suggesting donors as potential, future Board and Committee members.
  o Track efforts in Raisers Edge.

• Supervise Associate, Major Gifts
  o Mentor, supervise and evaluate Associate and contribute to an atmosphere conducive to professional growth and development as s/he provides support for the team, including the major gift acknowledgment process, prospect and donor research, and donor list management.
  o Consult with and guide staff to achieve goals and ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.

• Craft and share compelling messages for donors and prospects through phone, in-person exchanges, emails, letters, proposals, reports, newsletters, follow up correspondence, and thank you letters.
  o Proactively learn Helen Keller’s programs.
  o Visit with US- based field programs and occasionally visit internationally or staff international donor visits and use these opportunities to deepen knowledge to share with donors and prospects.
  o Develop a depth of relationships with staff and Board to share their work with donors and prospects, and where helpful, to make introductions.

• Contribute to overall culture of philanthropic values and donor-centric service.

Qualifications
• College degree plus seven years directly related experience, or equivalent combination of education and experience. Master’s degree a plus.
• Previous supervision of staff is recommended.
• Experience in identifying and securing gifts at least the four- and five-figure levels or staffing membership, annual fund, events, or other aspects of fundraising strategies that directly ask individual donors for gifts.
• Event fundraising experience, including volunteer and committee management and/or volunteer support.
• Superior interpersonal skills and ability to form warm and strategic relationships with high net worth individuals.
• Excellent verbal and written communication skills.
• Detail-oriented including administrative skills required to manage own portfolio.
• A proven track record of project management.
• The ability to work independently and efficiently in solving problems within a fast-paced and deadline-driven environment.
• Ability to work as a team player.
• Diplomacy, patience and flexibility in managing diverse external and internal relationships.
• Ability to exercise an appropriate level of professionalism and discretion when dealing with information of a highly confidential nature.
• Computer literate, including Word, Excel, Outlook, research tools, and proficiency in Raiser’s Edge and/or other fundraising CRM software.
• Passion about Helen Keller Intl’s mission and goals; some knowledge of international affairs and global public health a plus.
• Position requires regular office hours as well as some evening and weekend work.
• Ability to travel for major donor visits approximately 20% of the time, including ability to travel independently outside of the NYC-metro area, once conditions allow.
• Helen Keller Intl requires all US-based staff to be fully vaccinated against COVID-19, whether or not they have had COVID. For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

To Apply
Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org
Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller
is dedicated to building an inclusive workforce where diversity is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.