

SO OTHERS MIGHT EAT (SOME, Inc.) EMPLOYEE JOB DESCRIPTION			
EMPLOYEE NAME:		DEPARTMENT/PROGRAM:	Development
JOB TITLE:	Senior Director, Individual Giving	HYBRID/TELEWORK ELIGIBLE	Yes
FLSA STATUS :	Exempt	DATE OF DOCUMENT:	7/1/2026
EMPLOYMENT STATUS:	Full-Time	REPORTS TO:	EVP, Chief Development Officer
POSITIONS SUPERVISED:	Manager, Individual Giving; Individual Giving Officer; Director, Annual Giving	REPORTING REQUIREMENT:	Non-Essential
POSITION DESCRIPTION:			
The Senior Director, Individual Giving provides senior leadership for SOME's individual giving program, with direct accountability for a fundraising portfolio exceeding \$20 million annually. This role oversees all facets of individual giving, including major gifts, planned giving, mid-level and monthly giving, and direct mail programs. The Senior Director serves as a key member of SOME's development leadership team, working in close partnership with the EVP, Chief Development Officer, and collaborating across development verticals to build a strong, integrated culture of philanthropy in service of SOME's mission to break the cycle of poverty and homelessness.			
EDUCATION/LICENSURE/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:			
Required:	Bachelor's degree and a minimum of 7-10 years of progressively responsible experience in nonprofit fundraising, with demonstrated success in major gifts and supervisory or management experience, or equivalent.		
Preferred:	Bachelor's degree and 10+ years of experience, including a track record of closing five- and six-figure gifts, managing a planned giving program, and leading high-performing development teams in a nonprofit environment.		
Required License/Certification:	N/A		
KNOWLEDGE, SKILLS & ABILITIES REQUIRED:			
Strong strategic thinking and planning skills with the ability to design and execute comprehensive fundraising strategies across multiple giving channels.			
Exceptional interpersonal skills and a natural relationship builder with donors, board members, organizational leadership, and internal colleagues.			
Outstanding verbal and written communication skills, including the ability to craft compelling donor correspondence, proposals, and stewardship materials.			
Demonstrated supervisory or management experience, with the ability to lead, coach, and develop a high-performing team; equivalent leadership experience will be			
Proficiency in Salesforce and Moves Management methodology, with the ability to use data to drive portfolio strategy and measure progress against goals.			
Strong analytical skills, including the ability to interpret donor research, giving trends, and campaign performance data to inform strategy.			
Familiarity with direct mail fundraising programs sufficient to provide informed oversight and strategic direction to the Director of Annual Giving who manages the program day to day.			
Working knowledge of planned giving vehicles, including bequests, charitable gift annuities, and charitable remainder trusts, sufficient to lead donor conversations,			
Ability to manage multiple priorities simultaneously in a fast-paced environment, with excellent organizational and project management skills.			
Skilled public speaker with experience presenting to donors, boards, and senior leadership.			
Proficient in Microsoft Office Suite including Word, Excel, and Outlook.			
ENVIRONMENTAL WORKING CONDITIONS:			
This position is in an office setting. This office may or may not include individual heating and air conditioning controls. This office may or may not include a window.			
PHYSICAL DEMANDS:			
Must be able to lift up to 30 pounds. Must be able to travel off-site using his or her own transportation methods. Requires looking at a computer screen for several hours a day. May be required to sit for long periods. This position may be active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing.			
UNIFORM/DRESS REQUIREMENTS:			
Standard company dress code			
Section I: PRIMARY JOB PERFORMANCE STANDARDS			
Major Gifts Strategy & Portfolio Management			
Lead and personally manage a major gift portfolio of 50-75 prospects, with accountability for meeting and exceeding an individual fundraising goal as part of the department's \$20M+ annual revenue target.			
Develop and implement a comprehensive major gifts strategy, including prospect identification, qualification, cultivation, solicitation, and stewardship.			
Provide strategic oversight for the Individual Giving team's collective portfolio, ensuring appropriate gift officer capacity, portfolio hygiene, and move progression across all levels.			
Partner with the CDO, CEO and board members on high-level donor relationships, preparing briefing materials, talking points, and stewardship plans to support their cultivation and solicitation activity.			
Oversee portfolio assignment and moves management practices across the team, using Salesforce to track progress, surface stalled relationships, and ensure			
Identify and pursue opportunities for cross-vertical collaboration with Foundation and Corporate Relations to avoid duplication and maximize institutional relationships			
Planned Giving Strategy & Program Leadership			
Lead SOME's planned giving program end to end, including strategy, marketing, cultivation, stewardship, recognition, and the administrative processing of bequests			
Build and manage a planned giving pipeline in partnership with the Data Management team, identifying current donors with planned giving capacity and creating tailored			

Oversee planned giving marketing in close collaboration with the Marketing and Communications team, including direct mail campaigns, digital outreach, donor events, Steward existing planned giving donors through regular touchpoints, impact updates, and meaningful recognition to deepen their long-term commitment to SOME's mission.
Manage the administrative processing of realized bequests, working with Finance and legal counsel as needed to ensure accurate, timely, and compliant gift acceptance and recording.
Stay current on planned giving vehicles, tax law changes, and best practices to ensure SOME's program remains competitive and accessible to a range of donor
Provide strategic direction alongside the Director of Annual Giving on mid-level, monthly giving, and direct mail programs, ensuring alignment with the department's
Provide strategic direction and oversight for SOME's mid-level giving program, including cultivation pathways, upgrade strategies, and stewardship touchpoints
Oversee the monthly giving program in partnership with the Director of Annual Giving and Data Management, ensuring strong retention, sustainer communications, and upgrade strategies.
Provide strategic guidance and informed oversight to the Director of Annual Giving on the direct mail program, including alignment with broader fundraising goals,
Prospect Development & Pipeline Management
Oversee prospect identification and research processes for the Individual Giving team, ensuring a healthy and continuously refreshed pipeline at each gift level.
Partner with the Data Management team to leverage Salesforce data, wealth screening tools, and giving history to surface and prioritize new prospects.
Establish and maintain clear protocols for prospect assignment, qualification timelines, and pipeline reporting, and conduct regular portfolio reviews with each gift officer.
Cross-Functional Collaboration & Strategic Partnerships
Collaborate actively with the Foundation and Corporate Relations vertical to coordinate donor engagement strategies, ensure clear portfolio delineation, and avoid duplicative outreach to shared contacts.
Partner with Development Operations and Services to ensure accurate gift processing, data integrity, and timely acknowledgment for all Individual Giving donors.
Work closely with the Marketing and Communications team to align fundraising messaging, campaign strategies, and donor communications across all individual giving channels.
Engage program teams across housing, workforce development, healthcare, dining services, and family services to develop compelling, mission-connected donor engagement strategies and impact narratives.
Leadership, Coaching & Budget Oversight
Provide direct supervision and strategic leadership to the Manager, Individual Giving; Individual Giving Officer; and Director, Annual Giving.
Set clear performance expectations, conduct regular one-on-ones and portfolio reviews, and deliver timely, constructive feedback to direct reports.
Lead annual performance evaluations and work with direct reports to establish meaningful goals aligned with team and department priorities.
Foster a culture of accountability, learning, and professional growth within the Individual Giving team.
Partner with the CDO on staffing decisions, including participation in hiring, onboarding, and when necessary, performance management processes.
Contribute to budget development and monitor budget performance for the Individual Giving vertical.
Supervisory
Ensure appropriate department staffing levels in order to meet objectives; Assess, evaluate, and hire new employees as needed.
Contribute to budget development, and use sound judgement to leverage resources in accomplishing department goals; administer budget and complete with SOME financial reporting requirements.
Contribute to strategy development and strive to improve department functions and performance; assist in development of standards and goals as appropriate.
Submit administrative paperwork to Human Resources, Finance, Compliance and CQI; Refer to SOME Employee Handbook or policies for guidance.
Maintain professional documentation and ensure program is in compliance with Some CQI Standards.
Ensure compliance with all state, local and general laws governing the workplace and all department functions.
Schedule staff work hours, as needed, and monitor for time and attendance Approve time cards and requests for leave.
Provide direction and guidance to staff members on department operations and procedures.
Define work requirements, assign tasks to staff members and review work for quality and accuracy.
Provide regular feedback on performance, monitor individual performance, conduct performance evaluations and take steps for performance improvement as needed.
Provide coaching and training for staff, assist staff with work process and policies and encourage opportunities for professional development.
Additional Requirements
Participates in required training and development activities
Fully cooperates with the organization's compliance and continuous quality improvement (CQI) program
Creates a safe work environment and uses sound judgement in interactions with clients and staff to maintain safety
Performs other related duties as assigned
Reports to work on time daily and use time clock appropriately
SECTION II: MISSION & VALUES
1. Approaches work decisions with sound personal and professional ethics. (Adherence to all personnel policies and organizational directives; adheres to applicable program(s) code(s) of conduct; inspires respect and confidence; assumes responsibility for actions; does not participate in gossip; behavior reflects SOME's core principles and values; and handles confidential information appropriately)
2. Follows through on assignments and instructions in a reliable and timely manner. (Employee shows thoroughness, accuracy, neatness and acceptability of completed work; ability to work under pressure; writes clearly, thoroughly and concisely; completes in a timely fashion all required CQI responsibilities)
3. Demonstrates a strong commitment to internal and external customer service. (Employee returns phone calls and e-mails and written correspondence promptly and respectfully; tells the truth and maintains integrity; is fair and cooperative, keeps promises, respects individual differences; recognizes working colleagues as customers, and encourages intellectual curiosity)

4. Demonstrates respect and dignity to SOME's clients, diligently seeking opportunities to enhance our service model to empower clients to build stable and independent lives. (Treat your clients with the same respect that you afford your supervisor and employees. Ensure that you create an environment where clients realize and enjoy their own dignity)	
5. Shows Initiative. (Makes significant contributions with little direction; self-starting and proactive)	
6. Demonstrates a strong commitment stewardship of SOME's resources and to SOME's mission. (Manage resources wisely and frugally with the goal of doing the most good with the least cost. Behavior reflects SOME's core principles and values)	
7. Teamwork (Treats all team members with respect. Is effective and flexible as a team member, communicates and works collaboratively with others within the organization)	
8. Communicates effectively with others in writing and verbally. (Communicates in a direct and respectful manner that promotes an atmosphere of mutual trust and respect)	
9. Establish and meet formally set goals. (Employee actively participated in the goal setting and achievement process throughout the evaluation period. If goals were not formally set, the employee accomplished tasks related to the supervisor's expectations for the position.	
Acknowledgements	
I have reviewed this Job Description form with my supervisor and understand its contents. I further understand that the Job Description does not constitute an	
_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date