



## Homeless Prenatal Program

<b>Title:</b>	Donor Engagement & Stewardship Officer
<b>Department:</b>	Development Department
<b>Reports To:</b>	Development Director
<b>FLSA Status:</b>	Full-time (39/hrs) Exempt
<b>Directly Leads:</b>	N/A
<b>Coordinates With:</b>	Executive Director, Founder, Communications Manager, Development Operations Associate and Grant Writer(s)

**Budgetary Responsibility:** The Donor Engagement & Stewardship Officer is a part of the agency's development team, which is responsible for raising a \$15M annual budget through government, foundation, corporate and individual giving. This position will also support a soon-to-launch \$25M capital campaign. The Donor Engagement & Stewardship Officer is responsible for developing strategies for the cultivation, solicitation and stewardship of donors with special focus on leadership and multi-year gifts.

### **SUMMARY OF POSITION**

The Donor Engagement & Stewardship Officer works in partnership with the Development Director (and closely with the Executive Director, Founder and Board of Directors) to lead individual giving activities for the agency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### 1.) Individual Giving Program Leadership

- With the Director of Development, plan, develop and execute strategies to cultivate and steward individual donors with a particular focus on major donors.
- Serve as the relationship manager for the prospect portfolio and lead moves management process within the department (annual fund and capital campaign).
- Work with the Board to identify new donor prospects and possible linkages, abilities and interests, and assist in donor solicitation.
- Build and strengthen relationships with current donors and prospects.
- Arrange donor meetings and prep Executive Director, Founder and appropriate Board members for site visits, meetings and follow-up.
- Work collaboratively with Development Department on all development activities and events, with a continued focus on individual and major donors.
- Maintain up to date knowledge of HPP's major programmatic initiatives.
- When appropriate, represent agency at speaking engagements and events.

#### 2.) Special Event Support

- Together with Executive Director, Development Director, Board of Directors and Development Team, help implement annual fundraising events, as well as major donor stewardship events.
- Act as an event liaison during all events.
- Strategize and manage major donor invitation and follow-up following events.

## **QUALIFICATIONS**

HPP values a mix of skills, including formal education and work experience in the community. Qualifications for this position are:

- 5+ years of fundraising experience in the nonprofit sector or experience in a field with transferable skills.
- Demonstrated understanding of donor cultivation and stewardship principles.
- Experience using donor databases and fundraising strategies (Salesforce a plus).
- High level proficiency with Microsoft Office/Google Docs, and a working knowledge of search functions for donor research purposes.
- Strong intrapersonal skills, aptitude for building relationships.
- Ability to write and speak clearly and persuasively about HPP to varied audiences.
- Strong organizational and time management skills.
- Ability to work both collaboratively and independently.
- Commitment to social justice, anti-racism and HPP's mission and organizational values.
- Leadership skills, collaborative approach to work and commitment to ethical fundraising practices.
- Willingness to work occasional evenings and weekends.
- HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and disability. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

**Work Environment:** Dynamic, creative and collaborative team within a lively social service agency (3,000 families served annually, 100+ employees). Currently hybrid, flexible schedule.

Interested candidates should send a writing sample, cover letter and resume to:  
[jobs@homelessprenatal.org](mailto:jobs@homelessprenatal.org)

No phone calls please.

The Homeless Prenatal Program is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with arrest and conviction records.

The Homeless Prenatal Program is a nationally-recognized family resource center in San Francisco that empowers homeless and low-income families, particularly mothers motivated by pregnancy and parenthood, to find within themselves the strength and confidence they need to transform their lives. The agency serves over 3,000 families in-need annually, providing a variety of programs and services to help families become healthy, stable and self-sufficient.

Over three decades, HPP has grown to become a thriving family resource center with the mission: in partnership with our families, break the cycle of childhood poverty. The agency believes in a two-generational approach and partners with parents to address family needs during the transformative stages from pregnancy through kindergarten.

The first agency in San Francisco to hire former clients as staff, HPP's evolution has been guided by the community it serves. More than half of HPP's immensely talented staff of 100+ are former clients and/or come from the community the agency serves.