



Candidate Search and Placement is being led by [The Stott Group](#).

## POSITION PROFILE – DIRECTOR OF PHILANTHROPY

Upstream USA is a fast-growing, national nonprofit working to expand opportunity by reducing unplanned pregnancy across the U.S. We envision a future where patient-centered contraceptive care is an integral part of primary care in all settings, for all people. In this future, patients are screened for their contraceptive needs; are offered patient-centered contraceptive counseling, free from bias and coercion, provided by knowledgeable providers and support staff following evidence-based guidelines; and can receive any contraceptive method of their choosing, during the same visit if they want, without logistical barriers. Upstream's work empowers patients to decide if and when they want to become pregnant, a critical step towards improving maternal health, as well as positive outcomes for parents, children, and their families.

Upstream's team has created an organizational culture dedicated to the communities we serve and the vision of the organization. The rapidly changing landscape in which we conduct our work requires our team to create solutions in a dynamic and fast-paced environment.

### JOB HIGHLIGHT

You will use your entrepreneurial skills to create the strategy for Upstream's fundraising and investor relations for major and annual gifts. You will leverage your insights and experience to coach and lead a high-performing team with strong portfolios.

### JOB SUMMARY

As the Director of Philanthropy, you will take a leading role in the creation and development of long-term strategy and team structure for an emergent fundraising program, managing a portfolio of major investors giving between \$100k-\$999k annually. As an experienced and entrepreneurial leader, you will oversee a high-performing team that leads a strong portfolio of major investors.

Reporting to the Senior Director, Investor Engagement, you will oversee the hiring and building of the infrastructure and support systems for a growing team of philanthropy officers responsible for deepening relationships with existing investors and developing a sophisticated pipeline of prospective investors.

Your passion for creating meaningful relationships that drive affinity towards the organization through fundraising and your ability to manage a high performing team with a collaborative spirit will ensure your success in this role.

### YOU WILL BE RESPONSIBLE FOR...

- Creating and overseeing Upstream's growth strategy and program for donors contributing up to \$1M annually.

- Building, managing, and mentoring a team focused on major investors and annual giving, including developing team goals, standards of practice, team culture, and learning opportunities.
- Designing and building a program focused on donors contributing up to \$1M annually from the ground up, with the support of the Senior Director, Investor Engagement.
- Developing the necessary systems, processes, and tools to support a growing major gifts program.
- Develops strategy for and oversees Annual Giving program (donors of <\$10,000).
- Developing strategy for major investor portfolio management and recommending and implementing key performance indicators.
- Overseeing a growing team of Philanthropy Officers in the ownership of their portfolios, providing input on donor engagement strategy and alignment to goals.
- Providing strategic and tactical leadership in the development of a growing portfolio of new and prospective donors and funding streams as needed.
- Collaborating with leadership across the Development and External Affairs team, including the Senior Director of Investor Engagement, Senior Specialist of Principal Gifts and Board, Director of Strategic Services, Director of External Affairs, and the Vice President of Development and External Affairs.

#### **YOU MUST HAVE...**

- 8-12 years fundraising and relationship management experience (development, fundraising, advancement, philanthropy, for-profit investor relations, or similar) with increasing levels of responsibility.
- Experience successfully cultivating, soliciting, and stewarding gifts in the range of \$100k-\$999k annually.
- Exceptional project management ability with strengths in managing multiple competing priorities.
- Understanding of relationship management processes, pipelines, and tracking mechanisms within a CRM environment in service of managing a major gifts pipeline.
- Proficiency with Salesforce, Google and Microsoft Suites.
- Awareness of the latest trends and industry practices in philanthropy, fundraising, and prospect research.
- Commitment to Upstream's mission and to mission-driven work.

#### **YOU WILL BE SUCCESSFUL IF...**

- **You are a Builder:** Designing and creating a new initiative and analyzing opportunities for growth energizes you. You can see what could be and you are relentlessly focused when determining what ideas to test next.
- **You are Entrepreneurially-Minded:** Your start-up-like perspective allows you to create structure in a rapidly-paced environment. Your knowledge of fundraising best practices and your inventive spirit allows you to build bridges and create opportunities for the organization.

- **You are Energized by Fast Paced Work:** Thinking on your feet brings out the best in you and you can quickly gain buy-in when managing up, across, and down to meet investor needs and best position the organization for continued growth.
- **You are Organizationally Oriented:** You can analyze multiple perspectives and create a case for what strategies and structures best position the team and organization for growth. You execute projects with efficiency continually yield optimal results.
- **Ideal Attributes:** You are a proactive, self-starter that is eager to build, own, and execute a strategy. You enjoy coaching and managing others to stellar performances. A skilled communicator, you build relationships and influence others with ease. You are equally as comfortable behind the scenes as you are with external audiences. You are a team player, and approach your work with humor, attention to detail, and discretion.

## LOCATION

Upstream is headquartered in Boston, MA. This role has the option to be remote.

## COVID-19 VACCINE POLICY

Upstream USA's COVID-19 Vaccine Policy requires employees to have completed a COVID-19 vaccine primary series unless a medical or religious exemption is approved. As a condition of employment, newly hired employees must provide proof of their COVID-19 vaccination or, if applicable, request a medical or religious exemption.

## TRAVEL REQUIREMENTS

All Upstreamers must also be able to attend work-related in-person meetings and functions as needed. We gather for moments that matter for training, teaming and connection. Our teams come together for occasional in person meetings and organizational retreats. As part of our hybrid work practices, this travel expectation will be applicable for all Upstreamers, even those based remotely.

This role will require up to 40% of business travel. All Upstreamers can expect a minimum of 8 days of business travel per year to attend two annual organizational retreats and two annual team/department meetings.

## HYBRID WORK REQUIREMENTS

In our hybrid work environments, there is a basic expectation that our Upstreamers will ensure that their work from home setups will have reliable access to phone and Internet to ensure connectivity to their teams.

## BENEFITS

Upstream USA offers a comprehensive benefit package including medical, dental, vision, life insurance, long and short term disability, 401K with a match, generous vacation, personal, sick and holiday time off, parental leave, professional development, a fitness and cell phone allowance for all full time employees and part time employees who work a minimum of 24 hours per week.

## **HIRING RANGE**

The hiring range for this role is \$111,508 to \$160,000. Final offers for this position will be based upon several factors including the scope of the role, market compensation analysis, position requirements, candidate's experience level and capabilities, specific candidate geographic location, internal pay equity considerations and will be made within the parameters of Upstream USA's compensation framework and philosophy.

## **UPSTREAM CAREERS**

At Upstream, we embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community. Our goal is to attract, develop and retain exceptional people, and to create a work environment that is dynamic, rewarding and enables each of us to realize our potential. Upstream is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetic information, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know. [Learn more](#) about [working at Upstream, our values](#), and our commitment to [Equity, Diversity and Inclusion](#). Upstream USA participates in E-Verify.

## **TO APPLY**

Applicants are strongly encouraged to email a resume and cover letter to Abbey Voelker at the Stott Group at [Upstream@thestottgroup.com](mailto:Upstream@thestottgroup.com) with "Director of Philanthropy" as the subject of the email. Please be advised that writing samples may be requested throughout the hiring process.