



P.O. Box 2007, San Francisco, CA 94126
T: 415.561.3900 | F: 415.561.3919
rsfsocialfinance.org

RSF Job Announcement

Senior Manager, Investor and Donor Relations, 4/18/24

ABOUT RSF Social Finance:

RSF Social Finance seeks to revolutionize how people relate to and work with money. We're a financial services organization that has formed a growing community of motivated, values-driven investors, donors, and entrepreneurs. Together, we are committed to transforming an unjust and extractive economy to one that brings healing and regeneration.

RSF envisions an economy rooted in equity, healing, and interconnectedness.

Our mission is to catalyze transformation by circulating capital to social enterprises for a more just, regenerative, and compassionate world.

Our values: Be Collaborative, Be Accountable, Make a Difference.

Social finance uses financial resources in service to innovative, values-driven economic initiatives. The focus is on building direct relationships between the transaction participants so they may understand and work together to meet everyone's needs.

For over 38 years, RSF has focused on relationships over transactions, integration over fragmentation, and mutual support over competition. When you join RSF, you become part of a highly engaged team that lives these values with each other and their clients.

We are growing to meet the needs of our community! We are looking for staff who are ready for a career with a mission-driven organization, want to be valued, have diverse experience and skills, and want to have fun! **If this sounds like you, we would love to have you join our team!**

POSITION OVERVIEW:

The Senior Manager of Investor and Donor Relations will play a critical role in raising capital for the Social Investment Fund and in helping to design and build the philanthropic investing program and grow the Donor Advised Fund (DAF) program. This unique, newly created position occupies the realms of impact investing, philanthropy, and donor advised funds.

Reporting directly to the VP of Impact Investing and Philanthropy, this role will support the VP in planning, developing, and achieving comprehensive fundraising activities and goals. This role will be a key donor and investor-facing position and will be responsible for building and managing relationships, helping to create cultivation and activation strategies, supporting and participating in direct engagement through meetings and events, ensuring exceptional donor and investor experience, and maintaining impeccable record keeping.

The Senior Manager of Investor and Donor Relations requires independent thinking and solid skills in being a strategist and a detail-oriented tactical implementer. This role also requires a

skilled relationship builder who is comfortable working with a myriad of external stakeholders and is a collaborative, thoughtful and self-directed professional. This role must work independently on projects from conception to completion and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion and tact.

PRIMARY RESPONSIBILITIES:

- Support the VP in planning, developing, and achieving comprehensive fundraising activities and goals.
- Collaborate with the VP to design and implement a newly articulated philanthropic program and an expanded Donor Advised Fund (DAF) program.
- Work with the VP to assist in the identification, cultivation, stewardship and retention of current and prospective impact investors, philanthropic donors, and DAF clients. Refine current structures, applying best practices and new creative ideas to these processes.
- Assist in the development and implementation of philanthropic and impact investing strategies.
- Achieve fundraising targets as determined by VP.
- Collaborate with VP, Communications team, and external vendors to help create compelling materials for individuals and advisors that convey RSF's unique value proposition and impact.
- Work with Communications team to keep donors and prospective donors informed about RSF's mission, needs and opportunities.
- Create compelling and powerful fundraising proposals and strategies.
- Conduct research on prospective donors, including individual philanthropists, foundations, and corporations.
- Create and maintain detailed records of donor and investor engagement in Salesforce.
- Act as a team player with various RSF constituents and take initiative to complete projects directly or manage others to success using sound project management skills to see through to fruition.
- Ensure compliance with all applicable laws and regulations related to fundraising.
- Other duties as assigned.

QUALIFICATIONS & REQUIRED SKILLS:

- Demonstration of increasing responsibility and a track record in fundraising and/or investor relations, particularly working with high-net-worth individuals.
- Apply emotional intelligence and best practices to the work of fundraising relationship development and stewardship.
- Ability to work collaboratively with internal external stakeholders.
- Commitment to RSF's mission and vision.
- Ability to flow easily between strategic thought leadership and day-to-day details.
- Excellent written and verbal communication skills.



P.O. Box 2007, San Francisco, CA 94126
T: 415.561.3900 | F: 415.561.3919
rsfsocialfinance.org

- Prior experience in executing donor and prospect engagement tactics to success.
- Experience developing compelling messaging for marketing materials, either directly or in partnership with MarCom resources.
- Ability to work autonomously efficiently and effectively.
- Excellent organizational skills with an ability to think proactively and prioritize work and flexibility to juggle multiple priorities at once.
- Experience exercising discretion and confidentiality with sensitive organization information.
- Must be available to occasionally work outside of regular office hours when needed.
- Must be able to work remotely during RSF's Pacific Time work hours.

Preferred Qualifications:

- Demonstration of successful fundraising at a bank, CDFI (deposits), impact fund or similar.
- Prior experience in impact investing or Donor Advised Funds.
- Familiarity with Prospect Researching tactics.

RSF Social Finance is a proud equal opportunity employer supporting workforce diversity; candidates representing a variety of backgrounds are encouraged to apply.

Please submit a cover letter in addition to your resume. This is required for your application to be considered complete.

BENEFITS PACKAGE:

RSF Social Finance is committed to providing a robust benefits package to complement compensation.

Our package includes:

- Very competitive compensation package commensurate with equivalent positions in the nonprofit finance sector. As a fully remote workforce, RSF geo-locates all of our compensation data. Thus, the hiring base pay salary range for this position ranges from \$96,840 in our lowest geographic labor market, up to \$137,190 in our highest geographic labor market.
- 12 annual paid full day holidays; 5 paid half day holidays
- Very generous vacation accruals that increase with tenure. Equates to 19 days of vacation accrual in first year, increasing to 29 days accrual by the 5th year of employment. 10 days of paid sick leave is front loaded at hire
- 100% employer-paid medical insurance for employees and dependents with choice of plans, some buy-up options for a small fee



P.O. Box 2007, San Francisco, CA 94126
T: 415.561.3900 | F: 415.561.3919
rsfsocialfinance.org

- 100% employer-paid Dental insurance for employees and dependents
- 100% employer-paid Vision insurance for employees and dependents
- 100% employer-paid Life and Long-term Disability insurance for employees
- Pre-tax flexible spending accounts – medical and dependent care
- A 403B savings account with annual employer contribution
- Commuter Programs – pre-tax parking and transit coverage
- An Employee Assistance Program

Medical benefit eligibility begins at 30 hours weekly. Eligibility begins first of the month following date of hire.

APPLICATION INSTRUCTIONS:

Please submit a resume directly to the Indeed.com posting found here:

<https://www.indeed.com/job/senior-manager-investor-and-donor-relations-1f742536b808e159>

along with a **thoughtful cover letter** explaining why you are interested in the mission/values/activities of [RSF Social Finance](#) and why you are qualified for this position. No phone calls please.

Note: Applications without a cover letter will not be considered.