



Job Description

Title: Individual Giving Manager

Reporting To Director of Development & Communications

Department: Development

Compensation Slot: Commensurate with experience

SUMMARY:

The Individual Giving Manager, working with the Director of Development, Board of Directors and Board of Associates will help to strengthen donor relationships and making a meaningful impact through philanthropic support.

The position is responsible for meeting quarterly and annual goals by identifying, cultivating, soliciting and stewarding a diverse base of donors. Reporting to the Director of Development and Communications, this position works closely with other development team members, staff members, and board members to help the organization achieve its development objectives.

Key metrics for success for this role will include donor engagement (number of personal meetings with prospects) and revenue (value of gifts; number of solicitations; success rate of solicitations; and achievement of programmatic contributed revenue goals). The successful candidate will be an entrepreneurial, results driven, development professional with success in closing four and five figure gifts.

Specific Responsibilities

- Managing a portfolio of individual donors who give between \$1,000 and \$25,000 annually.
- Create and implement personalized cultivation/briefing/ask strategies for all assigned prospects.
- Maintain accurate records and achieve monthly targets on donor cultivation, solicitation and stewardship activities.
- Conduct prospect research on individual donors and identifying prospects for solicitation.
- Assist in the planning and oversight of strategic donor cultivation and stewardship events.
- Work with board sustainability committee to identify, cultivate, and steward major gifts prospects, and report on development progress at board meetings, as required.
- Work collaboratively with the Director of Development and Communications each year to develop realistic and attainable budget projections related to all forms of individual giving contributed revenue goals.

- Represent Iona Senior Services at functions and events, where appropriate.
- Assist with other duties as assigned by the Director of Development and Communications.

Qualifications

- A minimum of five (5) years of professional fundraising experience with a proven track record of raising gifts from individuals for a non-profit organization.
- Experience with the Benevon® Model of Sustainable Fundraising strongly preferred.
- Demonstrated ability to work as part of a team as well as to be self-directed with a high degree of accountability.
- Outstanding stewardship and relationship management skills.
- Skill in writing development communications in various voices, lengths, and contexts.
- Knowledge of Raiser's Edge.
- Strong organizational skills, attention to detail, and the ability to handle multiple projects and deadlines.
- Strong Personal Computer (PC) skills including Microsoft Office (Outlook, Word, Excel, PowerPoint), Internet research experience, and basic PC troubleshooting.