

JOB DESCRIPTION

Title: Manager, Individual Giving

Reports to: Associate Director, Development

Department: Development

I. OVERVIEW

The Individual Giving Manager will report to the Development Associate Director and will support the entire organization by stewarding and cultivating donor relationships, by conducting prospect research to inform advancement strategy, and by supporting administrative efforts of donor data management. The Individual Giving Manager is an experienced fundraiser who will work closely with the Development Associate Director to create and execute strategic initiatives to engage, qualify, and expand our individual giving donor base. The Individual Giving Manager will be an integral part of the Development team and will be a key player in the maintenance and expansion of the organization's individual giving revenue stream.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/ adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world

II. KEY PERFORMANCE INDICATORS & SKILLS

- Maintain a portfolio of 100+ mid to major level donors.
- Engage in a strategic donor qualification process to inform stewardship efforts and moves management.
- Spearhead donor prospecting efforts by using Blackbaud's ResearchPoint system and other tools.

- Engage in cultivation strategy of prospective donors, including as it relates to converting clients into donors.
- Establish a strategy and workflow around the touchpoint journey of new donors.
- Participate in the development and implementation of a planned giving campaign.
- Collaborate with members of the Development and Communications team to implement effective communication for appeals, impact reports, and other endeavours.
- Collaborate with Program teams to understand the full breath of agency services, including goals, potential impact, and programmatic metrics.
- Work alongside the Development Coordinator to ensure that gifts are batched timely and properly in the Raiser's Edge system.
- Provided support to the Events Manager on key fundraising events and special projects.
- Ensure the accuracy of contact information, relationship tracking, and other data in the Raiser's Edge system.
- Keep up to date on emerging philanthropic trends in the field.

III. EDUCATION & EXPERIENCE

- Associate or Bachelors degree in related field is strongly preferred.
- At least 3 years of fundraising or related experience required

IV. TECHNICAL SKILLS

- Advanced knowledge and experience working with Raiser's Edge a plus.
- Proficiency in Microsoft Suite products (Word, Excel, Outlook) preferred.

V. KEY COMPETENCIES

- Exceptional oral communication skills
- Strong written communication skills and penmanship
- Outstanding organizational skills
- Ability to work both independently and collaboratively on a team
- Ability to take initiative in identifying and building new relationships
- Ability to multitask and prioritize efficiently to meet goals and deadlines in a dynamic, fast-paced environment
- Ability to make decisions and resolve problems as they arise
- An action-oriented, adaptable, and innovative approach to work
- High level of professionalism, integrity, accountability, and judgment
- Familiarity with Raiser's Edge, NXT, or other Blackbaud products a plus

This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.

