

INDIVIDUAL GIVING MANAGER

Job Description

BASIC FUNCTION

The Individual Giving Manager will lead SIFF's individual giving program through building SIFF's major gifts pipeline and overseeing the individual giving moves management process. SIFF currently has over 2,500 individual donors and raises over \$300,000 annually through direct gifts. This position is responsible for helping SIFF grow its individual giving systems and returns. Reporting to the Director of Philanthropy, the position works as an integrated part of the Philanthropy team of the Development Department.

This is an exempt position.

REPORTING RELATIONSHIP

Reports to the Director of Philanthropy

PRIMARY DUTIES & RESPONSIBILITIES

Creating Major Gives Pipeline and Moves Management Process for all Individual Giving

- Create and oversee data-driven strategies for annual giving, major giving, monthly giving, and planned giving, in concert with the Director of Philanthropy. Use data to build a pipeline of prospects who are capable of giving gifts of \$1,000 and above.
- Create a moves management process that incorporates appropriate and personalized cultivation, solicitation, and stewardship steps to increase donor and prospect engagement with SIFF. Lead implementation of moves management strategies in partnership with staff and Board.
- Assist Director of Philanthropy in providing support to the Board and staff on fundraising initiatives.
- Lead prospect research efforts.

Database and Department Administration

- Exercise primary responsibility for developing and leading the annual strategic planning, in conjunction with the philanthropy team, for SIFF individual giving program with detailed programmatic and financial goals for growth. Communicate this plan throughout the organization
- Ensure a timely and accurate gift entry and acknowledgment process, including documentation and follow up of verbal and written pledges.
- Exercise ultimate responsibility of ensuring that information in the database is accurate and complete.
- Create metrics and a reporting system to help track Philanthropy team progress.
- Work with the Marketing and Communications department on the creation and development of donor communications including: digital content, imagery, printed collateral and messaging.
- Coordinate with operations team on donor benefit fulfillment including reserved seating requests.
- Work effectively with the philanthropy team to foster a culture of philanthropy organization-wide.
- Assist with improving and managing functions of the department.
- Attend special events and provide support as needed.

Other duties as assigned

QUALIFICATIONS

- Three to five years of experience in non-profit fundraising, including familiarity with moves management strategies and process
- Skilled at data analysis
- Knowledge of prospect research best practices
- Excellent verbal and written communications skills



- Highly organized, enjoy data and research, and able to manage multiple projects simultaneously
- Ability to work independently and efficiently
- Proficiency in Microsoft Office Suite and experience with CRM and/or donor database software
- Accurate typing skills, strong attention to detail, and ability to work with numbers
- Possess a good sense of humor

To apply, please send a letter of interest and resume to siffjobs@siff.net indicating the job title in the subject line.