



Job Description

Director, Individual Giving

I. Overview:

Category	Information
Job Title	Director, Individual Giving
Division	Resource Development
Status	Exempt
Hours	Full Time
Supervisor	Executive Vice President
Supervisory Responsibilities	Yes

I. Description (brief)

Under the direction of the Executive Vice President, the Director, Individual Giving is responsible for planning, executing, and supervising identification, engagement, cultivation, stewardship, and solicitation of individual donors and prospects. The role designs and oversees implementation of various programs, including but not limited to Major Gifts, Recurring Gifts, Naming Campaigns, and various annual appeals, as well as serves as a top fundraiser with a personal portfolio of high-level donors and prospects.

II. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Director, Individual Giving include, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	Develop and execute strategies to grow Many Mansions' various individual giving programs, including but not limited to planning and implementation of a comprehensive major gift strategy, recurring gifts, long-time givers, and the Real Estate Alliance program.

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No.	Essential Duty or Responsibility
	Serve as a critical partner to the Executive Vice President for evaluation and assessment of current programs, coordination of campaigns between the various departments within the division, and future campaign planning.
2	<p>Oversee planning and support staff in implementation of all annual appeals and special campaigns, including program and event campaigns, naming and program sponsorship opportunities, and campaigns related to new construction projects.</p> <p>Generate and support staff in production of communication plans, appeals, case development, correspondences, phone campaign plans and materials, and other materials needed for solicitation, stewardship, and documentation of appeals and campaigns, including production of print and digital appeals and other direct response campaigns.</p>
3	<p>Secure Major Gifts. Manage and grow a portfolio of 50 major gift prospects and donors through the entire cycle of development – from research and identification through cultivation, solicitation, and stewardship. Develop compelling engagement strategies and manage ongoing donor relationships through regular contact, personal visits, communication, and follow up. Prepare all the necessary written proposals, gift agreements, donor summaries, etc.</p> <p>Work to advance knowledge of the organization, its programs, activities, and outcomes. Communicate those to donors and the community in presentations, tours, and individual meetings.</p>
4	<p>Oversee and mentor Individual Giving Department staff in all moves-management, solicitation, and stewardship activities. Ensure ongoing record keeping and track and evaluate giving activity in all levels – entry, mid, major donors.</p> <p>Provide ongoing supervision, training, and support to all other activities of Individual Giving Department staff, including creating workplans and providing frequent assessments to encourage professional development and growth.</p>
5	Partner with Executive Vice President to support senior leadership, Advisory Council, and Board in their stewardship and solicitation activities, setting goals and objectives and deploying them as necessary to cultivate and solicit gifts, steward current donors, host major donor events and other such activities. Utilize donor research tools to support meeting preparation and strategic solicitation.
6	Collaborate with Executive Vice President to grow a planned giving program. Identify and cultivate prospects, initiate gift discussions, and create a marketing and stewardship plan including cultivation and gratitude events. Facilitate necessary

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No.	Essential Duty or Responsibility
	administration and paperwork for structured gift options including bequests, donor advised funds, and charitable trusts. Support organizational leadership's capacity to solicit gifts and steward givers.
7	Collaborate with other staff on design and production of individual giving promotional materials (i.e., website, newsletter, newspaper ads, directories, social media, letters, brochures, etc.)
8	Effectively utilize Salesforce to maintain records and conduct optimal moves management and oversee staff proper usage of the system. Track, evaluate, and present briefs and progress reports on an ongoing basis and as requested.
9	Assist, where directed, in all fundraising activities for the department; Take on a significant role in the production and coordination of various events.
10	Other duties as assigned.

III. Requirements & Qualifications:

1	A strong commitment to Many Mansions' mission and work is required;
2	Must be a seasoned fundraiser and a flexible, creative thinker able to utilize well-established knowledge as well as cutting-edge tactics in the pursuit of growing financial support for Many Mansions; Minimum 7 years non-profit fundraising experience with a track record for growing revenue generation; Experience directly soliciting support from individuals, with a minimum of 5 years major gifts experience preferred;
3	Required 5 years people, project, and process management experience; Must be a methodical implementer with experience managing various campaigns, able to marshal resources to get things done, orchestrate multiple activities simultaneously, use resources effectively and efficiently, and support direct reports as well as organizational leadership in their fundraising efforts;
4	As a supervisor, must have proven ability and desire to teach, mentor, track work, provide constructive feedback, and manage team projects;
5	Must have exceptional interpersonal, written, and oral communication skills; A storyteller and a warm relationship builder with experience securing substantial gifts from individuals from diverse backgrounds, and a commitment to a culture of gratitude in which we acknowledge, thank, and keep our donors "in the know";

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6	A strategic problem-solver who embodies a commitment to excellence and collaborative teamwork; A person operating with integrity and passion, highly motivated to achieve ambitious goals and with a work ethic that leads to successful fundraising; Thrives in a fast-paced environment;
7	Advanced Microsoft Word, Excel, and PowerPoint skills required; strong familiarity with Salesforce or customer relationship management (CRM) systems and procedures highly preferred;
8	Flexibility to occasionally work during the evening and on weekends required;

Physical Demands: While performing the duties of this job, the staff member is regularly required to sit, use hands to handle, or feel objects, tools and/or controls, talk, and hear. A special requirement of this position is the ability to reach different areas of Many Mansion’s activities. The staff member is required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member must be able to lift and/or move up to 20 pounds.

Work Environment: The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and collaborative, yet goal oriented and fast-paced. This position has a moderate to high stress work environment.

Many Mansions expects employees to respect all who we meet, act with integrity, honesty, and compassion for others. The organization embraces diversity and works for equity and inclusion in all our apartment communities. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

Certifications

A copy of this Job Description was given to the staff member.

Date: _____

(Supervisor or Human Resources)

I received a copy of this Job Description.

Date: _____

(Staff Member)

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