

## Center for Child Protection Job Description

**Job Title: Individual Giving Manager**

**Supervisor: Chief Development Officer**

**Job Summary:**

The Individual Giving Manager is a high-energy, self-motivated fundraiser responsible for building relationships that grow and retain the Center's giving community. This position manages a portfolio of donors and prospects, cultivates relationships to bring people closer to the Center, solicits annual fund gifts, and identifies opportunities to ask for greater philanthropic investment. The Individual Giving Manager actively builds relationships and develops giving strategies for individuals. Driven by a passion for the Center's mission, the Individual Giving Manager will consider all opportunities to build meaningful relationships and resources that will sustain the organization.

**Your Impact:**

**Cultivate and Steward Relationships:** Foster meaningful connections with donors and advance our mission to reduce the trauma for children during the investigation and prosecution of crimes against children.

**Build Giving Strategies:** Develop giving strategies to propel our mission forward. By forging strong relationships with donors, you'll leverage tailored approaches to solicit annual fund gifts and foster philanthropic investment.

**Minimum Qualifications:**

- Bachelors degree or equivalent experience
- 5+ years of professional experience in fundraising for nonprofits
- Exceptional written and oral communications skills
- High attention to detail
- Exceptional organizational and project management skills
- Ability to manage multiple projects at once and establish priorities to meet deadlines
- Excellent interpersonal skills and ability to work well with colleagues and donors
- High level of work ethic, integrity, and understanding of fundraising ethics
- Experience using donor management software
- Commitment to outstanding donor cultivation and stewardship

**Job Tasks:**

1. Serves as the organization's primary liaison for a portfolio of approximately 100 individual donors to cultivate, solicit, and steward their annual giving and encourage additional program, capital, endowment, and legacy investments
2. Develops and implements moves management plans, strategies, and steps for donors, including research and identification, cultivation, gift solicitation, and stewardship
3. Gains and leverages a deep familiarity with the Center and its programs in cultivating donors and prospects
4. Ensures data integrity, consistently and accurately recording steps and interactions in the database as part of the moves management process
5. Works closely with the Chief Development Officer, Director of Donor Relations and Associate Director of Community Data & Strategy to identify and target donors and donor initiatives
6. Communicates frequently with data team to pull and manage reports necessary to fulfill strategic goals, working with the Chief Development Officer
7. Works collaboratively with data team and donor relations team to retain and grow the Guardian Angel Society
8. Attends events outside of normal office hours, occasional nights and weekends, as needed
9. Partners with the Chief Development Officer and donor relations team to plan and execute donor events, including Guardian Angel receptions and various ad-hoc appreciation and cultivation events
10. Crafts compelling content for diverse purposes including personal and group emails, program descriptions, gift proposals, and organizational updates
11. Works with the marketing team to create proposal materials and broad-based donor emails, as needed
12. Supports database maintenance with up-to-date and accurate donor records
13. Provides support to the Chief Development Officer and Director of Donor Relations, as needed
14. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy model
15. Attends monthly staff meetings and other community meetings as assigned

16. Provides program coverage for forensic, therapy and medical appointments, as needed

17. Performs other duties as assigned

**FLSA:**

Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lifts up to 20 pounds occasionally

**Environmental Conditions:**

Noise: Moderate

**Work Situations:**

Direct/Control/Plan  
Influencing People  
Dealing with people  
Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children Advocacy Centers as an essential employer.