



## **Job Description: Individual Donor Manager**

### **PURPOSE**

Every day, we prove that the smartest investments are made in children. At Invest in Kids (IIK), we bring research-based, proven programs into communities across the Colorado. Our efforts focus on the specific needs of children in low-income families, with the hope of seeing every child in Colorado thrive. We partner with diverse community leaders, care providers, and donors to work toward this goal. Only those programs able to demonstrate the highest level of standards, a research-proven track record of success, and a promise of significant impact become IIK programs. We pride ourselves on being second to none in what we do. We hold ourselves to high standards to make sure our programs provide the resources and support needed to help families succeed. We take our work seriously, because we know the difference our programs can make, but we also understand the value of relationships both internally and with our partners, and take the time to develop those. Additionally, we recognize happy employees are the most productive and try to build a work environment that supports this belief.

The Individual Donor Manager role contributes to IIK's mission by providing guidance and leadership on the organization's individual donor program, including increasing major donor income, supporting the Executive Director, Deputy Director, Development Committee and Board members to maximize their contacts and participation, designing and executing donor cultivation events; creating the newsletter; managing end-of-year mailing; soliciting donors, etc. This position reports to the Deputy Director.

### **SPECIFIC RESPONSIBILITIES**

- Major Donors: Assist the Executive Director, Deputy Director, Board and Development Committee members in stewardship and cultivation of major individual donors (above \$1,000), including research and preparation for individual donor solicitation, drafting letters and materials for use with donors, scheduling one-on-one meetings, and facilitating accurate and effective communications with donors and assisting with ongoing donor stewardship
- Mid-level Donors: Primary responsibility for increasing revenues from individual donors under \$1,000; including designing and managing all efforts with these donors (stewardship, materials design, mailings, thank you's, donations process, records maintenance, etc.) including making asks
- Events: Coordinate annually a small number of donor engagement opportunities and provide staff back-up for the annual Jane-A-Thon and gala events
- Prospecting: Research current and prospect donors utilizing Raiser's Edge and Wealth Engine
- Tracking: Oversee data-driven cultivation and moves management process using Raiser's Edge
- Communications: Produce quarterly newsletter and year-end appeal/campaign
- General: Participate in staff meetings, team/committee meetings, and contribute to the overall growth and learning of the organization

## **QUALIFICATIONS**

- Minimum three years of fund-raising experience, including raising funds from individuals
- Experience managing a major donor program, including planning the work, managing implementation of the plans and enlisting the successful participation of staff and Board members
- Direct and successful experience in cultivating, soliciting, and stewarding gifts from individuals
- Bachelor's degree preferred

## **DEMONSTRATED COMPETENCIES**

- Ability to manage multiple demands; results oriented, works quickly and accurately
- Works well with people, and engenders trust and confidence from colleagues
- Excellent verbal and written communications skills
- Highly developed attention to detail
- Organized and able to work independently – “can do!” attitude
- Strong interpersonal skills and the ability to work successfully with people of diverse backgrounds, cultures, and perspectives
- Enthusiastic commitment to the goals and values of the organization

## **FULL TIME EQUIVALENT**

Full time (40 hours per week)

## **BENEFITS**

- Health, dental, and life insurance
- Flexible Spending Account
- Paid vacation, sick and personal time

## **SALARY**

Starting salary range \$60,000-\$65,000 depending on qualifications.

## **APPLICATION DIRECTIONS**

Please direct all inquiries to Deputy Director, Patrick Sablich, via email [psablich@iik.org](mailto:psablich@iik.org). Please submit cover letter, resume, and three professional references electronically.

IIK is an equal opportunity employer that is committed to building a diverse workforce. IIK strives to create an inclusive work place that embraces diverse backgrounds, life experiences and perspectives. It is the policy of IIK to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation, or disability.

For more information about Invest in Kids, please visit [www.iik.org](http://www.iik.org)