



Manager, Events/Individual Giving

Reports to Director

\$60,320 to \$70,720

Key Responsibilities: Leadership

- Manage client accounts
- Manage staff
- Assist with creating work plans and performance plans
- Promote high quality standards of work product
- Provide outreach (sales) resources to support the growth of JMA – including cross sales to current clients and creation of proposals
- Teach, coach and train development managers, grant writers and communications writers in JMA writing techniques and expectations
- Monitors monthly spend on all assigned accounts

Key Responsibilities: Clients

- Maintain relationships with clients through email, phone and in-person meetings
- Provide high quality, expert planning and strategy for clients
- Work with other staff at JMA to ensure they are aware of grant opportunities; provide clients with the best fit for grants/individual giving introductions
- Work with the JMA team during assignments and editing process to ensure written content and proposals fit client needs and funders' guidelines
- Assist JMA to produce a development product that is exceptional

Key Responsibilities: Communications and Events

- Review, approve final output, and manage all assignments to ensure completeness and accuracy
- Ensure narrative and media content is in alignment with org standards and project goals
- Write and develop communication/marketing plans
- Develop event/program sponsorship and advertisement packages
- Ability to provide strategy and expertise
- Experience managing events
- Oversee JMA and clients' fundraising database and tracking systems, including data integrity, queries, policies, monthly reporting and analysis
- Identify potential event sponsors based on org & affinity
- Secure revenue through sponsorship and donations
 - Corporate and business sponsorship
 - Secure auction items
- Work with clients' committees to achieve fundraising goals (sponsorship, guest registration and list management, program and more)



Key Responsibilities: Individual Giving

- Prospective donor identification, cultivation, solicitation and stewardship – individuals, corporations/businesses and foundations
 - Rate and perform wealth screens
- Work with Clients to define, plan and prioritize annual fund goals
 - Review and advise/recommend on all annual fundraising strategies
 - Create annual campaign calendars, timelines, budgets
- Write and compile fundraising reports
- Develop individual donor strategies to renew and/or upgrade donor gifts
- Create and perform donor retention and recapture activities
- Develop a thorough knowledge of clients' vision and philanthropic priorities to effectively and compellingly present the case to prospective and existing donors
- Oversee conception, writing and production of compelling, donor-centric direct mail and email appeals; stewardship materials including newsletter, invitations and brochures; and social media content as related to fundraising and donor stewardship
- Contract negotiation and review – venues, entertainment, F/B
 - Maintain relationships with event production and event staff – internal and external
- Accurately track expenditures to stay on budget

Experience/Qualifications

- 4 or more years of experience working with nonprofit organization(s); grant writing/fundraising experience preferred.
- Excellent written and interpersonal communication skills
- Proven organizational skills including the ability to maintain data management systems, prioritize projects, meet multiple deadlines and work with teams
- Excellent computer skills: Microsoft Office Suite
- Demonstrated knowledge of statewide funders (corporate, foundations, civic)
- Provide expertise and contacts