



## **Manager of Individual Giving and Events**

Reports to President

\$74,880 - \$87,360

This is a staff member who is a strategic thinker, leader and “doer”. As part of JMA’s management, and the development team, this role helps us raise funds (for clients) from individuals, corporations/companies, small businesses, faith communities and small family foundations.

The Manager will provide guidance and engagement needed to keep our clients’ stakeholders informed and involved in addition to sourcing new donors and increasing, when possible, current/historical levels of support for the organization.

### **Key Responsibilities:**

#### **Fundraising**

- Plan and execute
  - Individual giving plans
  - Capital Campaigns
  - Top Donors strategy and plan
  - Planned Giving/Tributes
- Develop a thorough understanding of client programs, projects, and needs for the purpose of effective donor stewardship, using available resources and opportunities
- Prospective donor identification, cultivation, solicitation and stewardship – individuals and corporations/businesses
  - Prospect Research and identification
  - Review and rate wealth screens
  - Write and perform outreach
- Prepare and execute meaningful introductions and solicitations that align with client and donor interests
- Secure 1:1 donor meetings and solicitations (in-person or zoom) to establish or strengthen donor relationships for long term support
- Manage a portfolio of IG clients and assist them to define, plan and prioritize annual fund and/or campaign goals
  - Write fundraising and development plans
  - Create giving tables
  - Review and advise/recommend on all fundraising strategies, including events
  - Create annual campaign calendars, timelines, budgets
  - Work with client leadership to identify strategies individuals
- Create donor retention and recapture activities
- Provide expertise around best practices for fundraising

#### **Events and Community Engagement**

- Provide strategy and plans for clients’ community engagement opportunities – through programming and/or volunteerism
  - Demonstrate knowledge of MN donor communities
  - Proven track record in engagement
  - Create opportunities that intersect client programming with corporate giving
- Experience managing non profit fundraising events
- Identify potential event sponsors based on org & affinity



- Project management and execution of events, including:
  - Strategy and execution; Budget management
  - Auction/game solicitation, organization (bundling) and set up at events
  - Registration (entry/tracking, list management, follow up)
  - Name tags
  - Program and event materials bundling
  - Corporate sponsorship – identification, outreach, and follow up
  - Venue coordination, menu's, AV, music, décor, event logistics, planning documents
  - Follow-up calls
  - Write event scripts, develop effective program PPT presentations and event outlines
- Event List project management: queries and mailing lists (from databases and Excel) for invitations, newsletters, communications and fundraising campaigns; mail merges
- Write and create donor solicitation materials for direct mail, email, and social media in partnership with Communications and Development Managers, and external vendors.

### **Key Responsibilities: Internal**

- Assist with planning, strategy and project work for up to 8 client accounts; monitor monthly spend
- Manage staff (as assigned)
- 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 assist with training development staff

### **Key Responsibilities: Clients**

- Maintain relationships with assigned clients through email, phone and in-person meetings
- Provide high quality, expert planning and strategy for clients
- 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

### **Experience/Qualifications**

- 4 or more years of experience working with nonprofit organization(s); grant writing/fundraising experience preferred.
- Ability to build relationships with people capable of making financial gifts
- Proven experience securing significant gifts
- 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), federal and state gift laws
- Provide expertise and contacts