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**DIRECTOR OF INDIVIDUAL GIVING**

Created: 2.5.2020

**POSITION PURPOSE**

Under the direction of the Chief Development Officer, the Director of Individual Giving will be responsible for developing and executing a comprehensive individual giving strategy for individual donors at all levels. This includes designing, managing and executing an annual campaign plan, giving programs, and generating fresh ideas for increasing contributions and new donor acquisition. Working closely with the Chief Development Officer, and when appropriate, the Executive Director and the Board of Directors, the Director of Individual Giving will develop and implement strategies for major gift donor acquisition, relationship management, solicitation and stewardship.

This is a newly created position that is part of the Development team. The primary objective of the Director of Individual Giving is to increase individual giving both in terms of revenue generated and unique donors, including major donors with capacity to make gifts of $5,000+. Additionally, this person will play a role in the research and acquisition of new CRM tools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**

We are seeking an experienced individual responsible for the development and implementation of an annual giving strategy for increased revenue from individual donors. Position responsibilities include, but are not limited to:

* Develop strategies to identify, cultivate, solicit and steward individual donors at all giving levels;
* Develop and execute an annual campaign plan to communicate with, engage, and solicit donors year-round;
* Grow, and serve as primary relationship manager for, a portfolio of up to 25-30 major gift prospects, in order to move potential donors in an appropriate and timely fashion toward solicitation and closure;
* Work with Care Ring senior staff and board members to identify and engage new prospects;
* Work with Development Team to ensure external vehicles for fundraising (web, e-news, events, impact reports, client testimonies, etc) align with internal goals and messages;
* Develop market-specific collateral materials to promote giving options, produce annual mailings, and coordinate data pulls, messaging, print and mailing of appeals;
* Maintain monthly, quarterly and annual activities reports to achieve individual performance measures (e.g. solicitations, donor acquisition/retention, individual revenue, major gift revenue, etc);
* Coordinates and assists with donor site visits;
* Work in coordination with the Chief Development Officer to prepare expense and revenue projections related to the annual campaign.
* Assists the Development team with planning and execution of Care Ring’s two signature events – the annual fundraising luncheon in the fall and annual stewardship event in the spring;
* Develop a robust event and post-event stewardship action plan to continue cultivating and engaging donors;
* Represent Care Ring at community events, including requests from United Way for agency speakers;
* Develop and maintain collaborative working relationships with Development team members;
* Participate in regular Development team and organization-wide meetings, and develop and maintain collaborative working relationships with other team members;
* Other duties as assigned

**Requirements:**

* Minimum Bachelor’s Degree from accredited college or university is required
* 3-5 years fundraising experience with demonstrated success in increasing revenue from individual sources and/or securing major gifts
* Exceptional communication skills including written and speaking in front of large and small audiences
* Proven relationship building skills
* Works effectively independent and as part of a team
* Must have reliable transportation, a valid driver’s license and meet state required automobile insurance minimums.
* Occasional evening and weekend hours

To apply, visit our posting on the Children and Family Services Center website: <https://cfscsharedservices.isolvedhire.com/jobs/133019.html>

No phone calls or emails.