



GROWING HOME

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INDIVIDUAL GIVING COORDINATOR

Position: Individual Giving Coordinator

Employment start date: January 2021 (TBD)

Compensation: This is a full-time salaried position. Salary is commensurate with experience, and competitive for industry standards. Salary is based on a 12-month work year with flexible time off. Includes health insurance, 401k program, and generous paid time off.

JOB DESCRIPTION

The Individual Giving Coordinator is responsible for leading the team in donor prospecting, cultivation, solicitation, acknowledgement, and engagement at all levels of giving—working closely with the Director of Development to build and manage a robust major gifts program. The Coordinator will take a lead role in planning the annual campaign and donor cultivation and stewardship events; this work includes supporting Benefit planning, and leading the Backyard Dinner, Annual Virtual Cooking Fundraiser as key donor engagement opportunities. The Coordinator will aid in leading the Associate Board, and support the Director of Development in facilitating Governing Board fundraising.

RESPONSIBILITIES

Primary Duties:

- **Major gifts program management:** conduct donor research/segmentation and prospecting, help establish then manage program procedures, manage a portfolio of donor relationships and support other staff in managing their donor portfolios, assist in developing major gift proposals, create reports
- **Donor relations:** develop donor cultivation, acknowledgement, and stewardship strategies, lead activities including cultivation events, and ensure proper tracking of donor engagements in partnership with Development team
- **Annual campaign:** with the Director of Development, develop and manage the end-of-year fundraising campaign, and develop additional campaigns as appropriate
- **Associate Board:** serve as a staff liaison to the Associate Board, aiding with member recruitment, engagement, and fundraising with support of Marketing & Communications Associate
- **Events:** lead 2-3 fundraising/friendraising events throughout the year
- **Backyard Dinner:** lead the planning and management of the Backyard Dinner event in September & the Annual Virtual Cooking Kick-Off Fundraiser

- **Public agency contracts:** lead vouchering and reporting on government contracts as assigned
- **Annual Benefit:** play a lead role benefit planning as appropriate.
- **Data Entry:** Enter data into salesforce and generate reports, mailing list etc.

Secondary Duties:

- **Grants:** assist with grant and report writing, and management as needed
- **Board of Directors:** with the Director of Development, assist the Board of Directors with fundraising and donor engagement
- **Communications:** assist Marketing Coordinator with newsletters, marketing collateral, annual reports, and other communications as needed—especially as it applies to donor engagement
- **PR:** with Marketing & Communications Coordinator, manage press relations and media outreach especially as it applies to donor audiences
- Other duties as assigned

SKILLS AND QUALIFICATIONS

- Bachelor's degree strongly preferred
- Superior written and verbal communication skills
- Demonstrated ability to build long-term relationships with a wide variety of stakeholders in a positive, engaging manner
- At least three years' experience in supporting an individual giving program, fundraising events, campaigns, board relations, and/or major gifts
- Experience with communications, PR, and/or grant-writing preferred
- Professional computer skills, proficiency in Microsoft Office Suite and Google Suite, proficiency in SalesForce, Canva, WordPress, Constant Contact, GiftWorks, WealthEngine, or similar programs a plus
- Commitment to Growing Home's mission
- Ability to work some evenings and weekends
- Ability to travel to, and work from, our program site at 5814 S. Wood St. an average of once a week.

TO APPLY:

If interested in the full-time Individual Giving Coordinator position please send one PDF document including a cover letter and resume along with three professional references to Marlene Ceja, Director of Operations, at jobs@growinghomeinc.org. Applications are due before Friday, January 8th. Email subject line should include the position title. No phone calls, please.

Growing Home offers competitive compensation packages based on experience. All compensation packages include health insurance coverage and generous vacation benefits.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.