Individual Giving Manager
JOB DESCRIPTION

Position: Individual Giving Manager
Posted: January 7, 2020 – Apply by February 4, 2020
Position Type: Full-time
Reporting: Chief Advancement Officer
Location: Charleston, SC

Application Instructions:
To apply, please email a cover letter and resume to:
Helen Rogers
Director of Operations
hrogers@lowcountrylandtrust.org

POSITION SUMMARY

Lowcountry Land Trust (“LLT”) seeks an experienced self-driven fundraising professional with a passion for nonprofit excellence. The Individual Giving Manager plays an integral role in growing a culture of philanthropy that is respectful and transparent to donors while meeting the organization’s fundraising needs. This position is responsible for designing and implementing an annual giving plan that, along with a major gifts program, meets LLT’s individual giving revenue goals. Reporting to the Chief Advancement Officer, and working closely with the President & CEO and Board members, the Individual Giving Manager is responsible for research, strategy, solicitation, and stewardship of annual gifts. In addition, the Individual Giving Manager will provide support for major gifts, planned gifts, and overall donor stewardship at all levels.

The Individual Giving Manager will be required to articulate LLT’s mission and programs and maintain a customer service demeanor in working with donors. This position will participate in LLT sponsored programs and events on a regular basis, assisting with the promotion of the organization throughout the Lowcountry.
ESSENTIAL FUNCTIONS

Annual Fund
- With the Chief Advancement Officer and Advancement team, meet annual individual giving revenue goal of $500,000.
- Implement a program that identifies, cultivates, solicits, and stewards donors directed at annual supporters donating up to $2,500.
- Develop, in collaboration with the Communications Coordinator, a regular schedule of compelling direct-mail and online annual giving appeals.
- Manage and segment donor constituent lists for annual campaign mailings, invitations, and other direct mail and digital campaign projects.
- Collaborate with the Database Manager & Analyst on processing gifts, reporting, and tracking direct mail appeals and acknowledgments.

Major Gift Cultivation & Stewardship
- Assist in identifying major gift opportunities ($2,500+ Longleaf Society Members) and advancing these prospects through the major donor cultivation cycle. Support the Chief Advancement Officer and President & CEO as they build relationships with this critical circle of donors.
- Assist in creating and implementing cultivation, stewardship and recognition programs for major donors.
- Prepare materials for prospect and donor meetings.
- Assist in implementing LLT’s Planned Giving Program. Strategize to increase public awareness and participation of the planned giving program.
- Conduct prospect research and analyze gift data. Make recommendations for solicitations.
- Collaborate with the Corporate Partnerships and Special Events Manager to create special events for Longleaf Society members.
- Participate in the planning and execution of cultivation events of all scales and character focusing particularly on prompt follow-up with key targets.

In addition, the Individual Giving Manager will:
- Track donors and prospects using Raiser’s Edge in coordination with the Database Manager & Analyst.
- Support the Chief Advancement Officer in managing the Board’s Advancement Committee.
- Participate in the continuous improvement and documentation of processes, policies, and procedures.
- Actively identify, and respond to, other giving opportunities as they arise.
• Perform tasks not explicitly described above including other assignments as requested by the Chief Advancement Officer.

QUALIFICATIONS

Required:
• Bachelor’s degree from an accredited institution of higher education
• Five (5) years of related experience in nonprofit fundraising
• Enthusiasm for the position and the mission of the organization
• Familiarity with G Suite, Microsoft, and other various business software
• Excellent verbal, written communication, presentation and interpersonal skills
• Demonstrated organizational skills managing multiple projects with the ability to move quickly from one to another while maintaining thorough records
• Detail and goal-oriented, with the ability to exercise independent judgment in completing tasks, prioritizing, and meeting deadlines
• Responsive to diverse assignments
• Ability to work a flexible schedule, including some evenings and weekends
• Some work is performed in a traditional office setting. Event duties will require time spent outdoors, on location on protected properties and at event venues in various weather conditions
• Valid driver’s license and access to reliable transportation

Preferred:
• Proficiency with Blackbaud’s Raiser’s Edge is preferred

BENEFITS

Insurance
• Health Insurance - 100% Employer Paid for Employee
• Dental Insurance – 100% Employer Paid for Employee
• Life Insurance ($10,000)
• Long Term Disability

Financial & Retirement
• 403(b) – 5% Match and Fully Vested

Family & Parenting
• Maternity & Paternity Leave
• Work from Home Day(s)
• Flexible Hours

Paid Time Off
• Unlimited vacation and sick days
• 10 Paid Holidays
• Flexible Summer Schedule

Perks & Discounts
• Pet Friendly Workplace
• Mobile Phone Reimbursement ($20 per month)
• Social Events
• Health & Wellness Positive Environment

Professional Support
• Professional Development