

OurFundraisingSearch

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Job Title: Director of Individual Giving

Reports To: Chief External Relations Officer

Summary:

Big Brothers Big Sisters of Metro Atlanta is seeking a Director of Individual Giving who, under the direction of the Chief External Relations Officer, raises support for and advances the mission of the organization by sustaining and growing relationships that lead to leadership level and major gifts. The person in this role is responsible for implementing creative, cutting-edge tactics to financially engage individuals in the work of BBBSMA within the metro Atlanta community. The Director will be responsible for planning and executing the cultivation, stewardship and personal solicitation of individual donors and prospects, including major and planned gifts, in collaboration with the Individual Giving Manager.

Duties & Responsibilities:

- Develop and execute strategies to identify, research, cultivate and solicit qualified prospects for major and planned gifts in collaboration and cooperation with the Chief External Relations Officer and Individual Giving Manager.
- Develop, manage and maintain a portfolio of major gift prospects.
- Manage ongoing donor relationships through regular contact, personal visits, communication and follow up.
- Arrange meetings with donors and prospects for cultivation, stewardship and solicitation.
- Consistently document key conversations and other pertinent donor information in the donor management database.
- Supervise the Individual Giving Manager.
- Work with the Marketing/Communications department in the design of individual giving promotional materials (i.e. website, newsletter, newspaper ads, directories, social media, letters, and brochures).
- Promote BBBSMA values among internal and external constituents. This includes BBBSMA's strong commitment to Justice, Equity, Diversity, and Inclusion. Staff must also work to embody BBBSMA core values of being authentic, collaborative, trustworthy, inclusive, and transparent.

Ideal Candidate Characteristics:

- Passion for the mission of BBBSMA
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, show strong attention to detail and organize time and priorities.
- The ability to think strategically and creatively about new approaches to philanthropy.
- A spirit of collaboration that fosters positive relationships with internal and external stakeholders.
- Experience securing substantial gifts from individuals (\$50k+), implementing donor cultivation and recognition activities, and prospecting major gifts.
- Experience engaging volunteers in philanthropic campaigns.

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- Experience implementing monthly donor campaigns and/or peer-to-peer fundraising campaigns.
- Experience creating fundraising campaign materials and overseeing implementation of direct mail and email campaigns.
- Experience supervising a team.
- Ability to research prospects and support major donor visits conducted by CEO and Chief of External Relations.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals.
- Ability to steward gifts and ensure that donor expectations are met.
- High degree of integrity, initiative, and resilience

Qualifications & Skills:

- Minimum 7-10 years non-profit fundraising experience
- Minimum of 5 years major gifts experience preferred
- Experience directly soliciting support from individuals
- Track record of successful revenue generation
- Track record of success in project and process management
- Ability to build and maintain relationships with a diverse population
- Experience with donor databases, Salesforce preferred, and crowdfunding platforms
- Communication skills and protocol suitable for interfacing with major gift donors
- Experience in the Development profession preferred
- Bachelor's Degree required. Degree in Nonprofit Management, English, Journalism, Public Affairs, Communications, Public Administration or a related field preferred.
- May be required to occasionally work nights and weekends as needed

About Big Brothers Big Sisters of Metro Atlanta:

As the largest one-to-one mentoring organization in the Southeast, Big Brothers Big Sisters of Metro Atlanta (BBBSMA) currently serves nearly 1200 youth in one-to-one relationships. Our service to our community extends beyond the city of Atlanta to the 12-county metropolitan area surrounding the city: Butts, Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding and Rockdale. Our staff of approximately 45 employees supports our city's children and their families through friendships that are formed with caring adult volunteers.

To Apply:

To submit an application for this position, submit your resume and cover letter to

<https://ourfundraisingsearch.welcomekit.co/>

If you have application questions, please email them to ourfundraisingsearch@gmail.com.