



**Job Title:** Giving Manager

**Status:** Exempt

**Department:** Resource Development

**FTE:** 1.0

**Supervisor:** Resource Development Director

**Salary Grade:** 106

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

**Job Summary:** The Giving Manager is responsible for strategically planning, successfully managing, and executing a comprehensive annual giving program working with individual and private organizations. The Giving Manager makes connections and builds relationships throughout the community and works pro-actively to engage and manage relationships with donors, volunteers, and Solid Ground program staff. This position works closely with the Sr. Director of Philanthropy and Communications to create the annual fundraising strategy to meet annual goals of securing around \$2 Million. This position will collaborate with the Communication Department and internal programs to facilitate integrated approaches to cultivation, solicitations, and stewardship. This position supervises two staff members responsible for aspects of our annual fund, events, and mid-level giving.

### **Essential Responsibilities, Duties & Tasks:**

- 30% Partner with the Sr. Director of Philanthropy and Communications to create the annual fundraising plan including strategies designed to acquire, cultivate, solicit and steward private donations. Collaborate with the Communications team to implement a range of email, social media and direct mail vehicles that share gratitude and information with donors while asking them to increase support, as well as any collateral needed to support campaign efforts. Oversee annual individual fundraising activities including Solid Ground Annual Fund, Major Gift Solicitations, and others. Develop fundraising strategies to generate major gifts to Solid Ground, provide direction and oversight of the individual giving strategy, implement fundraising activities, and provide support for specific program areas. Help develop and implement strategies designed to recognize and retain donors. Conduct agency site visits and tours for prospective and current Solid Ground donors. Develop relationships with Solid Ground programs in order to be fluent with donor prospects about program impacts and needs. Work closely with the Sr. Director of Philanthropy and Communications as well as members of the Board Resource Development Committee, Board of Directors, and other high level agency volunteers to develop and implement strategies to generate Transformational/Endowed/Planned/Other Campaign gifts.
- 30% Create and oversee a portfolio management system for the Sr. Director of Philanthropy and Communications, CEO, and other key organizational leaders, including clarifying portfolios, creating customized stewardship plans, nudge reports, and providing language (such as ghost-writing emails.) Personally manage a portfolio of approx. 50 major gift prospects and donors. Support each portfolio manager to participate in all aspects of the gift cycle.
- 20% Supervise two development staff who manage aspects of the annual fund, including the Annual Fund Specialist and Development Specialist. Support fundraising staff efforts to create comprehensive sponsorship plans, increase workplace giving, grow annual fund, and manage donor program. Work with staff to identify a portfolio of donors with potential to upgrade their investment and build opportunities to engage them further.
- 10% Act as the key staff lead on Fundraising Events. Work with Sr. Director of Philanthropy and Communications to hire and oversee contract vendors to produce the annual fundraising event and at least one other signature event each year to meet revenue targets, acquisition, and retention goals. Lead work and partner with Communications on audience development strategies such as advertisement, social media marketing, recruiting table captains etc. Work with program leads and Communications to develop event messaging and programs to inform and engage potential and returning donors. Collaborate with the Sr. Director of Philanthropy and Communications to ensure board and leadership participation and support of events.
- 5% Ensure all data is tracked in Virtuous database in an accurate and timely manner.
- 5% Participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Experience & Education:**

Requires one of the following:

- (a) Minimum five years' experience with direct donor solicitation and two years supervisory experience.
- (b) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Preferred candidates will have experience soliciting major gifts, managing major donors and annual campaign activities in a non-profit setting, and have management experience.

**Also requires:**

- Experience serving or demonstrating interest in issues affecting low-income communities and communities of color.

**Minimum Qualifications:**

- Demonstrated tact, follow through, and closure necessary for achieving revenue goals.
- Ability to lead a team through planning, forecasting results, and tracking budget implications.
- Experience working on fundraising events and using them to increase relationships with key constituents.
- Ability to present a case clearly and persuasively for support to donors, donor prospects, and interested groups.
- Excellent communication skills, both oral and written.
- Strong interpersonal skills, with demonstrated ability to work closely with volunteer leadership, agency and program staff.
- Strong organizational skills and the ability to handle multiple projects simultaneously.
- Ability to work individually in a self-directed manner and as part of a team.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Proficient knowledge of computer software (Microsoft Word, Excel, Access and Outlook), and demonstrated experience with relational databases. Preferred experience with Virtuous donor software and Adobe In Design.

**Anti-Racism Initiative (ARI) Expectations:**

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.

**Physical Demands/Working Conditions:** This position works in an office setting 50% of the time and in the field 50% of the time. Position requires employee to lift up to 30 pounds and push/pull up to 10 pounds. Employee will spend 40% of their time working in office on the computer or in meetings and 10% on the phone and misc. office work. Position will spend 45% of their time in the field at meetings/events and 5% driving. Position has ability to sit/stand as needed.

**Hours & Compensation:** This is a full-time position, salary range is \$81,477-\$105,920, plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.***