



# GROWING HOME

...

## INDIVIDUAL GIVING COORDINATOR

**Position:** Individual Giving Coordinator

**Employment start date:** As soon as possible

**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, planning and leading the Annual Benefit, Backyard Dinner and 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 and 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 of 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 in digital and print.
- **Associate Board:** Serve as a staff liaison to the Associate Board; aiding with member recruitment, engagement, and fundraising with support of Marketing & Communications Coordinator
- **Events:** Lead 4-6 fundraising/friendraising events throughout the year, including our Annual Benefit Gala, Backyard Dinner, Virtual Cooking Kick-Off Fundraiser.
- **Public agency contracts:** Lead vouchering and reporting on government contracts as assigned

- **Database Management:** Data entry into Salesforce and generation of reports, mailing lists, 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 & Communications Coordinator with newsletters, marketing collateral, annual reports, and other communications as needed—especially as it applies to donor engagement
- **Public Relations:** Assist 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, planning fundraising events and campaigns with digital and hard copy mailers, attending to board relations and/or major gifts
- Experience with communications, public relations, and/or grant-writing preferred
- Professional computer skills, proficiency in Microsoft Office Suite, Google Suites, SalesForce, Canva, WordPress, Constant Contact, GiftWorks, iWave, 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 administrative offices at 825 W. 69th St., an average of twice per week during pandemic restrictions. Once restrictions are lifted, this will be an onsite position.

### 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 Development, at [jobs@growinghomeinc.org](mailto:jobs@growinghomeinc.org). Applications are considered on a rolling basis. Email subject line should include the position title and your full name. Please also include a writing sample along with 3 professional references. 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.