Manager, Individual Giving

Do you believe that all our neighbors deserve to live in a safe and healthy community? Rebuilding Together is a national housing and community revitalization nonprofit with more than 130 affiliates around the country in need of a dynamic Manager of Individual Giving. We are seeking a data-driven manager who is a self-starter with the desire to work within a larger affiliate network model from the national office level and taken an individual giving program to the next level.

As a skilled fundraising professional, the successful candidate must demonstrate tenacity in building and growing relationships with individual donors and creating unique and innovative individual giving fundraising activities through both grassroots activity, data-driven decisions, and major donor outreach in support of annual team fundraising goal. This position is charged with developing and implementing strategies for securing financial support from a portfolio of individual donor prospects through key activities to include annual donor outreach, event fundraising, board fundraising and athlete/celebrity based our peer-to-peer programs.

The candidate must possess the ability to convert relationships into financial gifts that will ensure annual fundraising goals are met or exceeded and must be exceedingly comfortable with database management and donor segmentation. Reporting directly to the Vice President, Development, this position flexibility to work remotely or in the DC headquarters office. S/he will work in partnership with the programs, affiliate services and marketing & communications teams within Rebuilding Together to craft and deliver partnerships and opportunities that meet donor needs.

Essential functions:

- In partnership with the Vice President, Development, create and implement a national individual giving fundraising strategy.
- Manage the full spectrum of development, including prospect identification, qualification, cultivation, and gift solicitation.
- Research potential funders to determine philanthropic capacity and inclination.
- Proficient in data entry, tracking, database segmentation, analysis, and reporting, and familiarity with database/CRM software systems. Input relevant donor actions and move management steps in Salesforce to maintain accurate records of constituent contact and tracking of next steps.
- Manage annual giving initiatives such as direct mail and online giving appeals in partnership with the marketing & communications team.
- Manage vendors in support of individual giving activities including the donation platforms and Salesforce.
- Provide accurate and timely activity and pipeline reports, revenue forecasts and individual giving expense budget.
- Responsible for managing department budget, tracking and reporting on distributions, acknowledgment letters and stewardship materials development, donor recognition program and special events.
- Collaborate with the Development, Communications and Program team members to create and implement a multitiered communications strategy, including digital and printed materials and reports.
- Develop and execute strategies to nurture and grow the base of individual donors, including increasing touchpoints and exploring a planned giving program.
- Implement Peer-to-Peer fundraising activities into individual giving department strategy.
- Support Vice President, Development and CEO in national board fundraising activities.

Affiliate network support:

- Provide individual giving training, support and technical advice to the affiliate network.
- Support collaborative fundraising initiatives through the affiliate network of more than 130 affiliates.
- Respond to Affiliate questions/requests via telephone or email in a timely manner.
- Create materials and toolkits for affiliates to execute programs and events to increase individual giving.
Event management:
- Work in partnership with the Executive Assistant to the President & CEO to secure funding from annual fundraising events that occur around the country.
- Manage event logistics to include venue management, vendor solicitation, budget management, outreach management and day of event management.

Qualifications:
- 4 – 6 years of nonprofit development experience, particularly with individual giving and annual donors.
- Demonstrated experience for growing individual giving support, including developing strategies to do so.
- Strong knowledge and experience utilizing data to identify donor opportunities and generate gifts.
- Bachelor’s Degree in marketing, business management or other related field.

Knowledge, Skills and Abilities:
- Proficiency with fundraising and other presentation and program management software is essential, including Salesforce and the Microsoft Office Suite (Word, Excel, and PowerPoint).
- Demonstrated analytical skills to design, manage, and track complex fundraising campaigns and programs.
- Strong verbal and written communication skills
- Requires ability to work some evenings, weekends, and travel domestically.

Benefits include health, dental and vision insurance, on average Rebuilding together pays 98% of the employee’s premium, some plans are at no cost to the employee. We offer a 403(b)-retirement plan with 5% employer match, and pre-tax deduction options for commuter and flexible spending accounts. In addition to our generous insurance Rebuilding Together offers 31 PTO days, to include holidays, vacation and sick time, including paid time off between December 24 - January 1. This is a full-time, exempt position based in Washington DC with potential to be remote for the right candidate.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Interested applicants should email a cover letter and resume to Human Resources: Amy True at atrue@rebuildingtogether.org