



**JOB ANNOUNCEMENT:** Manager, Individual Giving

**Key Responsibilities:**

The Manager, Individual Giving, will participate in the organization's efforts to increase individual giving through innovative ideas, effective implementation and analysis of impact. Working with the team, they will develop and implement comprehensive fundraising strategies to increase the number of annual donors, the size of individual donations and converting annual donors into major donors. The Manager will create specific plans for donor acquisition, cultivation, solicitation and stewardship that will grow the annual revenue from individuals. The Manager will work with the Director's to work collaboratively with other program areas to advance fundraising goals and analyze donor data in Raiser's edge to adapt future appeals to ensure healthy growth.

**Qualifications:**

- Participate in the organization's efforts to increase individual giving through innovative ideas, effective implementation and analysis of impact.
- Solid experience with successful fundraising in the New York Metropolitan area.
- Develop and implement comprehensive fundraising strategies to increase philanthropic support from individuals.
- Create specific plans for donor acquisition, cultivation, solicitation and stewardship.
- Manage relationships with prospective donors and identify, qualify, cultivate, solicit, and steward these donors.
- Works collaboratively with and in support of volunteers, other development staff to engage and solicit donors.
- Able to effectively use Raisers Edge and various type of tools to monitor all prospects to ensure positive and purposeful donor relations.
- Must be a highly energetic professional with a track record of building donor relationships and closing gifts in the four to six-figure range.
- Develop and execute appropriate plans for cultivating, soliciting and stewarding donors at the small to mid and major donor levels.
- Build and maintain a prospect pipeline, conduct donor research and wealth screens, maintain and analyze donor data.

**Professional Experience:**

- Five to seven years of successful experience fundraising in the New York Metropolitan area.
- Bachelor's Degree required; Master's Degree preferred.
- Passion for The Foundation's Mission.
- Outgoing personality and ability to initiate and enjoy direct communication with donors and potential donors in order to close the deal.
- Ability to understand the needs and interests of donors in order to develop relationships.
- Interest in all aspects of helping women and girls and a dedication to promoting NYWF's fundraising priorities through developing excellent relationships with leaders, volunteers, and the development team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in fundraising as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of meeting goals.



- A proven track record of strategic, entrepreneurial and creative fundraising success, the demonstrated ability to thrive in a culture that is results-oriented and fast paced and the ability to build strong collaborative relationships across a complex organization.
- Excellent Interpersonal skills, communication skills verbal and written.
- Self-starting, Go-getter and ambitious.

**HIRING POLICY:**

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

**COMPENSATION:**

Commensurate with experience

**TO APPLY:**

Please send cover letter, salary requirements and resume to:

[hr@nywf.org](mailto:hr@nywf.org)

[Or via mail to:](#)

The New York Women's Foundation  
39 Broadway, 23<sup>rd</sup> Floor  
New York, NY 10006  
Attention: Human Resources

**NO TELEPHONE CALLS PLEASE.**