



Individual Giving Officer

PERFORMANCE PROFILE SOURCE: Management

DEPARTMENT: Philanthropy/Resource Development

REPORTS TO: Chief Philanthropy Officer & Chief Executive Officer

FLSA STATUS: Full-Time Exempt Non-Exempt SALARY: \$37,440-\$49,920/yr.

PRIMARY FUNCTION:

The Individual Giving Officer is responsible to create and grow the number of individual givers to the organization. They are to convert one-time donors into sustaining donors through the Monthly Giving Club. They are responsible to secure a minimum of \$100,000 annually through individual gifts under \$500. They provide management and writing support to the Chief Executive Officer for all individual contacts made through community events and engagement. This may also include small business owners who can support the Club sites.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Is proactive to identify creative ways to grow the organization's individual giving pool.
2. Provides support to the Club Blue activities and represents the organization at all meetings.

Resource Management

3. Manages and updates the spreadsheets used to prospect members of the community prior to their first gift.

Risk Management and Maintenance

4. Abides by the AFP Code of Ethical Standards.



Board Development

5. Encourages and supports board committees responsible for planning and implementing resource development activities.

Partnership Development

6. Supports the Chief Philanthropy Officer and the Chief Executive Officer by communicating any new donor prospect towards a major gift, corporate sponsorship, or grant follow-up opportunity.
7. Attends community activities and events to build and support relationships.

Marketing and Public Relations

8. Collaborates and supports staff to ensure all information is accurate and up to date in giving forms and web pages.

ADDITIONAL RESPONSIBILITIES:

Assumes other duties as assigned.

RELATIONSHIPS:

Internal: Maintains oral and written contact with staff peers, and volunteers for the purpose of exchange of information, providing progress reports regarding activities and planned programs, and coordinating events.

External: Supports the Chief Philanthropy Officer and Chief Executive Officer through oral and written contact with business leaders, community groups, boards of directors of community organizations, and individuals for the purpose of exchanging information and ideas and for the purpose of fundraising.

SKILLS/KNOWLEDGE REQUIRED:

- A.A. or B.S. degree. Business or Communication preferred.
- A minimum of one year of work experience in a non-profit organization, specifically in the fund-raising field, office management, sales/marketing, or equivalent experience.
- Considerable knowledge of CRM systems and techniques.



**BOYS & GIRLS CLUB
OF THE WEST VALLEY**

- Knowledge of the mission, objectives, policies, programs, and procedures and of the principles and practices of non-profit organizations, youth development services preferred.
- Ability to organize and coordinate donor engagement activities.
- Strong oral and written communication skills.
- Ability to establish and maintain effective working relationships with Club staff, Club Board members, volunteers, community groups, and other related agencies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

We provide office space to conduct tasks and duties and the technical equipment required. The Individual Giving Philanthropy Coordinator must be able to work 30-40 hours a week. There is a need for flexibility in the schedule to attend networking events that might take place outside of the regular Monday - Friday, 9 a.m. - 5 p.m. schedule. May have to work weekends to support events a few times per year. Must be able to lift 30lbs to carry event materials and set-up.

Signed by: _____
Incumbent Date

Approved by: _____
Chief Philanthropy Officer Date

For Office Use		
Hire Date: _____	Hire Rate: _____	30-day evaluation: _____
Approved by: _____		
CEO		Date

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.