



Individual Giving Manager

YWCA is on a mission! As a social justice organization, YWCA Evanston/North Shore seeks to raise awareness on the issues of racial and gender equity. We affect real change by providing women and girls' health, safety, economic advancement, and racial justice programs and services. YWCA Evanston North Shore improves the lives of women and families, and services the northeast metropolitan Chicago area. Located in Evanston, we are minutes from the lakefront and easily accessible by public transportation.

YWCA is an Equal Opportunity Employer, and we are proud of our commitment to our diverse workforce. YWCA Evanston North Shore encourages work/life balance, offers a competitive benefits package and generous paid time off programs. Learn more at: www.ywca-ens.org.

Position Summary

We have an exciting new opportunity in our Development department for a dynamic fundraising professional. Working with senior staff and volunteer leadership, the Individual Giving Manager will provide project management support for a multi-year capital campaign and will support individual giving initiatives for the Annual Fund. Reporting to the Vice President of Development, this position will work closely with the President and CEO, Development team, campaign volunteers, and board of directors to support and help execute a multi-year capital campaign plan and individual giving plan. The ideal candidate will have specific experience with individual giving and capital campaigns.

Responsibilities

Donor Relations

- Assist in the development and execution of a multi-year capital campaign, including strategies to meet campaign goals.
- Assist in the development and execution of cultivation and solicitation strategies to grow annual revenue from individuals and build a pipeline for major gifts, specifically addressing mid-level and recurring donors.
- Work with Development team to develop and support communication strategies for cultivation and stewardship of capital campaign and annual fund donors.
- Work with Donor Stewardship Coordinator to identify data-driven strategies to support campaign and annual fund prospect research, cultivation and stewardship efforts.

Management and Reporting

- Support implementation of capital campaign and annual fund plans according to timelines and report out on key benchmarks and overall progress.
- Provide project management support for campaign efforts, including maintaining timelines; organizing presentations and meetings; tailoring talking points for donor cultivation and solicitation; maintaining accurate campaign records; and monitoring campaign plan, proposed strategy and fundraising targets.
- Support capital campaign volunteers including but not limited to scheduling and supporting committee meetings, organizing and monitoring volunteer assignments, and providing follow up support to campaign volunteers as needed.
- Ensure the accurate tracking and recording of gifts related to capital campaign and annual fund.
- Work with Vice President of Development to develop budget for individual giving fundraising plan.

Additional Duties

- Participates in all fundraising activities and special events, as appropriate.

- Attends department and other agency meetings and contributes to the overall strategic growth of the organization.
- Performs other duties as assigned by management.
- Pursues professional development as appropriate.
- Understands and adheres to all YWCA Evanston/North Shore procedures, policies and requirements as outlined in Employee Handbook and other approved YWCA documents.

Requirements

Education

Bachelor's Degree in relevant area of study or equivalent knowledge and skill level is required.

Master's Degree or equivalent level of fundraising and professional experience is preferred.

Experience and/or Training

- 5+ years of professional experience in fundraising with a proven track record of success and increasing individual giving responsibilities including prospecting, cultivation, solicitation, and stewardship.
- Experience in project management with proven ability to multi-task.
- Experience working collaboratively with multiple departments and levels of staff, volunteers, and Board Members is required.
- Prior capital campaign experience is strongly preferred.

Licenses/Certificates Valid Driver's License Required

Technology/Equipment

- Computer proficiency with MS Office.
- Proficiency with developing electronic presentations.
- Proficiency with donor database software.
- Proficiency with donor solicitation and communication technologies.
- Proficiency with Donor Perfect Online a strong plus.
- Access to reliable personal vehicle and proof of insurance for attending off-site meetings and events preferred

Physical/Mental Demands and Work Environment

- Tolerance of prolonged stationary periods at a desk/computer.
- Must be able to move about the facility or event/presentation venues.
- Must occasionally lift up to 20 lbs.
- Must be able to operate controls for computers and other electronic equipment.
- Office environment.
- May be required to share office space.
- May work occasional nights, weekends, and/or offsite events.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Send Applicants: Submit cover letter and resume to jobs@ywca-ens.org. **Be sure to list the position title in the subject line of your email. Candidates invited for an interview will be required to submit a professional writing sample.**