

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description - Individual Giving Manager

Position Title: Individual Giving Manager
Supervisor: Development Director
Salary: \$49,551 - \$63,154
Department: Executive

FLSA Status: Exempt, salary
Classification: Regular, full-time with benefits
Location: Portland, Oregon

Position Summary:

The individual giving manager takes a leadership role in executing the National Indian Child Welfare Association's (NICWA) development plan by building and maintaining constituent relationships to increase individual donor support. Specifically, this position focuses on expanding the individual donor base using moves management strategies to identify, qualify, and cultivate annual fund donors and members to build a pipeline of leadership giving, major gifts, and planned giving donors.

Primary Responsibilities:

- Plans and manages all annual giving activities to achieve identified goals and deliverables from NICWA's development plan by developing constituents' relationship with NICWA; activities include emails, phone calls, direct mail, events, and third-party partner management
- Manages the day-to-day operation of NICWA's CRM and fundraising software, including but not limited to Blackbaud's Raiser's Edge NXT, to grow annual fund and member support
- Leads donor data management and prospect research activities in coordination with development project coordinator
- Works with membership relations manager to help build and maintain members' relationship with NICWA and to identify leadership, major, and planned giving opportunities
- Collaborates, supports, and partners with communications manager to inform and execute annual giving program's content creation, deadlines, policies, and procedures

Essential Functions:

- Under direction of the development director, the individual giving manager implements and evaluates a comprehensive, multi-year plan to educate constituents on why NICWA is a worthy recipient of their philanthropic dollars and increase financial support
- Defines and executes strategies for identification, cultivation, and solicitation of gifts from individual donors including but not limited to direct mail and email appeals, personal solicitation, phone calls, meetings, tours, and events
- Takes the lead in conducting prospect research in partnership with development project coordinator
- Takes the lead in creating and managing donor recognition system and acknowledgement strategies, working to maximize efficiency of RE NXT, with the development project coordinator
- Takes the lead in building department infrastructure, working to maximize efficiency of RE NXT, to create reports and dashboards that support moves management strategies
- Leads and coordinates NICWA's internal constituent information management team to ensure data is up-to-date and organized and constituent communication is effective and efficient
- Supports department grants initiative by contributing to identification, qualification, and subsequent materials production and submission—particularly with family foundations
- Manages the procurement and implementation of all in-kind solicitations including staff appeal and annual conference needs
- Manages and promotes third-party giving including Give!Guide, Facebook, and workplace giving.
- In collaboration with the strategic communications manager and member relations manager, produces development department communications needs including producing content for *NICWA News*, NICWA's website, and social media content
- Manages NICWA's Blackbaud relationship and coordinates organizational trainings
- Manages development department calendar and contributes to the management of timelines
- Participates in professional association activities or trainings to increase professional skills

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Additional Responsibilities:

- Performs other duties and assignments as directed
- Participates in NICWA activities and teams as required

Supervision:

- This position works under the direct supervision of the development director
- This position has no supervisory responsibilities

Core Competencies:

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community
- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies and procedures

Qualifications:

- Bachelor's degree and three to five years of successful development, or related, experience, preferably in a Native nonprofit or cultural institution setting.
- Familiarity with issues facing urban, rural, and reservation Native and Tribal communities.
- Knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Strong interpersonal skills with an ability to connect with donors and prospects of all levels.
- Experience in donor cultivation practices, including moves management techniques.
- Experience utilizing donor databases or CRM systems; Raiser's Edge preferred
- Must demonstrate comfort in making personal funding requests.
- Ability to organize workload and prioritize projects for position, team, and organization
- Ability to build relationships with diverse groups
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills are essential
- Proficiency with operating a variety of office equipment and computer hardware/software applications, specifically Microsoft Office products, is required
- Possesses strong proofreading and grammatical skills with attention to detail

Travel Requirements:

Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

Physical Demands:

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Frequently involves sedentary work: exerting up to 30 pounds of force and a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Working Environmental Conditions:

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as exhaustive; duties, responsibilities and activities may change with or without notice.

NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status.

To Apply:

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found on the Employment Opportunities page of our website: <https://www.nicwa.org/employment/>)

Please submit completed application materials by January 29, 2021 to:

Email: nstewart@nicwa.org

Mail: NICWA
ATTN: Human Resources
5100 S Macadam Avenue
Suite 300
Portland, OR 97239