**Organization Description**

Since 1969, Community Family Life Services, Inc. (CFLS) has provided children, families, and adults with the tools and resources needed to move beyond poverty and homelessness. CFLS also supports women who are returning home following a period of incarceration by assisting them as they move into permanent self-sufficiency.

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| **Position Title:** Manager of Individual Giving | **Salary Range:** $54,000-65,000 |
| **Supervisor:** Chief Administrative Officer (CAO) | **Department:** Administrative |
| **Job Type:** Full-time, Exempt | **Location:** Washington, DC |
| **Hours/Days:** Monday-Friday, 40+ hours a week – occasional weekends when necessary | **Closing Date:** Open until filled |

**Primary Function of the Position**

The primary purpose of this position is to manage Community Family Life Services individual giving program, including annual fund initiatives and special events.

**Position Specifics**

1. Assume responsibility for all annual fund initiatives, in conjunction with the CAO, Drop-in Center and Office Manager
   * Participate in the organization’s efforts to increase individual giving through innovative ideas, effective implementation, and analysis of impact
   * Develop and implement comprehensive fundraising strategies to increase philanthropic support from individuals
   * Create specific plans for donor acquisition, cultivation, solicitation, and stewardship throughout the year along with the CAO
   * Analyze donor data in Salsa including tracking and reporting on acquisition, upgrade, and retention rates, and adapting future appeals to ensure healthy growth
   * Research, test, and implement new fundraising methodology
   * Working with the Marketing consultant to manage the direct mail program, website content, social media fundraising, and donor database
   * Develop expense budget recommendations necessary to implement engagement campaigns and special events
   * Implement strategies to increase overall giving levels of annual fund donors and make personal calls to cultivate, solicit and steward donors
   * In conjunction with the Drop-In Center, encourage the philanthropic participation of current volunteers
2. Plan and implement CFLS special events
   * Increase donor engagement and cultivation by managing an array of events throughout the year
   * Manage relationships with external vendors and internal departments to create successful events
   * Design, manage, and facilitate an annual fundraising gala, including securing live and silent auction items, selling tickets, managing volunteers, and acting as the lead for the gala night
   * Lead a gala committee made up of board and community members
   * Coordinate third party fundraising events and cultivate new events
   * Supervise event interns and volunteers
3. Support the organization’s comprehensive fund development efforts
   * Develop an understanding of CFLS’s programs, initiatives, and needs
   * Provide consistently prompt, friendly customer service to all stakeholders
   * Work in collaboration with program, leadership, and other development team members to develop annual and campaign fundraising strategies
   * Attend monthly development team meetings, and weekly one-on-one meetings with the CAO
   * Work with CAO and Communication Consultant on key messages and event communication strategies

**Other Job Duties:**

Contribute to the overall success of the organization by working together to achieve the mission. Develop and maintain sensitivity to employee and constituent diversity and demonstrate cultural competence in the workplace and in the services provided by the agency. Demonstrate respectful treatment of other employees, program participants, and all stakeholders. Build community support for the organization by helping to recruit volunteers and donors.

**Relationships:**

The incumbent reports to the CAO and interacts with staff from several other departments. The incumbent may supervise interns and volunteers.

**Qualifications:**

*Education and Experience*

* Bachelor’s degree required. Preferred two years of development experience in a professional fundraising environment.

*Knowledge, Skills, and Abilities*

* + Demonstrated success in effective fundraising strategies
  + Experience and proven ability to cultivate relationships and work effectively with coworkers, board members, donors, volunteers, and constituents from a variety of backgrounds
  + Preferred demonstrated understanding of the lived experience of individuals who have been incarcerated, homeless, domestic violence or other related areas
  + Understanding of and commitment to professional fundraising ethical standards
  + Excellent written and oral communication skills
  + Excellent interpersonal skills
  + Strong strategic thinking skills, and efficient, timely plan execution
  + Ability to work and thrive in a team environment; accept counsel from and strategize cooperatively with colleagues
  + Flexibility and enthusiasm to refine and enhance current systems and operations
  + Well organized and able to meet goals and deadlines
  + Database expertise, preferably with Salsa
  + Strong working knowledge of Word and Excel

*Physical Aspects of the Job*

This position requires regular use of the computer, the electronic mail system and the telephone. The incumbent must be able to effectively and efficiently respond to callers on a regular basis. This position also requires the ability to use a multi-line telephone and the ability to greet and refer visitors. The above statement is not intended to encompass all functions and qualifications of this position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions.

To Apply: If interested, please submit a resume and brief cover letter to \_\_\_@CFLSDC.org with the Subject line: Manager of Individual Giving

Equal Opportunity Employer