Individual Giving Manager
Resource Development Department

Award-winning Lawrence nonprofit, $3.6 million budget, seeks a dynamic and organized Individual Giving Manager to join our growing development team and improve the individual giving program with annual gifts, major gifts, prospective and committed donors.

Position reports to Director of Resource Development.

Responsibilities
The Individual Giving Manager will:

- Expand pipeline of current annual and major giving to acquire new donors, retain and increase existing donors, and renew lapsed donors.
- Create and manage all major gift solicitation strategies, annual giving strategy, and peer-to-peer fundraising initiatives.
- Establish and promote planned and legacy giving vehicles for long-term donors.
- Cultivate a growing portfolio of prospective individual major donors.
- Collaborate with Director of Resource Development and other department staff to create cohesive strategies for identifying new individual supporters, fully leverage existing relationships, and increase multi-year commitments.
- Help LCW to maximize the Community Investment Tax Credit and strategically deploy it to build and diversify the donor base.
- Manage research, strategy, and reporting processes to enhance stewardship and personalized relationship-building with all levels of individual donors.
- Document and maintain clear and timely records and call reports to track contacts, donor giving, notes, and assist in the maintenance of an accurate database.
- Contribute to Board development and fundraising efforts.
- Support and reinforce an organization-wide culture of fundraising, development, and relationship management.
- Contribute to a culture of philanthropy that is respectful, ethical, transparent with donors and colleagues, and also meets the organization’s fundraising goals.
- Collaborate with Marketing Coordinator on digital and direct marketing strategy.
- Collaborate with program managers and staff on local/regional individual donor strategy and sponsorship opportunities.
- Represent LCW at networking events and in the community, as needed.
- Understand and identify opportunities and connections between fundraising activities and other departmental and organizational activities.
- Infuse LCW’s network-centric and community-based approach into stewardship plans.
Qualifications & Experience
The ideal candidate is an innovative self-starter with some record of success in building and sustaining growth and expanding mission awareness from individual donors.

We are looking for:

- Fundraising professional with a minimum of 3-5 years of individual and annual giving experience and proven track record of securing gifts of $10K+.
- Independent worker who can build and execute strategy with significant autonomy, good judgment, creativity, and a focus on meaningful results.
- Exceptional written and oral communication skills with an ability to engage and inspire a diverse range of audiences, listen carefully, and respond to feedback.
- Strong public speaking, networking, and donor cultivation experience.
- Excellent relationship-building, teamwork, and time management skills.
- Solid follow-up and follow-through work ethic.
- Capacity to work remotely and perform on a virtual team.
- Must be flexible and able to work some evenings and weekends.
- Ability to relate well to staff and board members of different races, ethnicities, genders, sexual orientations, socioeconomic backgrounds, and religions.
- Computer skills, including Microsoft Office; experience with fundraising software systems preferred.
- PR/social media/marketing experience is a plus.
- Knowledge of community development, organizing, asset building, or youth development fields is a plus.
- Interest in and commitment to LCW’s mission and approach.
- Bilingual/bicultural candidates are encouraged to apply.

Please send resume and cover letter to:
Maggie Pagan, Human Resources, LCW, 168 Newbury Street, Lawrence, MA 01841
recruiting@lawrencecommunityworks.org.