



Job / Position Title: Individual Giving Manager
Department: Development
Supervisor: Director of Development
Status & Classification: Exempt
Date: April 2024

Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the United States and its territories. With the help of generous donors and nearly 500 regional volunteers, Make-A-Wish Texas Gulf Coast and Louisiana is on target to grant 575 children's wishes this year.

Position Summary:

The Individual Giving Manager is a highly collaborative, proactive, resourceful fundraising professional who provides expertise, support and oversight of Make-A-Wish Texas Gulf Coast and Louisiana's mid-level giving and Constellation Society, engaging donors giving \$1,000 and higher. Works closely with the Director of Development and development team to identify new donors and cultivate relationships with both new and existing donors. Leverages internal events, such as our gala, to steward and acquire new donors. Builds increased individual, volunteer and other community engagement opportunities to ensure Make-A-Wish's sustainability and fulfillment of the mission through our individual donors. Generates \$500K+ in revenue through individual giving strategies.

Duties and Responsibilities:

- Increase revenue generated from individual donors giving \$1,000 and higher through fundraising activities and deliver agreed-upon targets.
- Lead and grow the Constellation Society, Make-A-Wish's giving society of donors giving \$5,000+.
- Manage a portfolio of donors to ensure existing relationships are maintained and enhanced.
- Prospect and cultivate new donors with capacity to give \$5,000 or more.
- Build and execute strategies to ensure ongoing relationships with Constellation Society members and others who attend events. This includes high-quality stewardship, and when appropriate solicit for renewed gift.
- Prioritize donor engagement and maintain excellent donor stewardship practices through emails, handwritten thank you notes, phone calls, donor meetings, etc. This includes supporting the CEO's stewardship and solicitation of donors.
- Develop protocols, policies and tools that recognize Constellation Society members and ensure commitments are fulfilled to our donors.
- Meet one-on-one with prospective and current Constellation Society members to determine their desired level of engagement and to steward future giving.
- Work with the Communications Team to promote the Constellation Society and recognize members in a way that inspires others to join.
- Work collaboratively with Director of Development to execute stewardship events for the Constellation Society.
- Elevate major gift donors to leadership and collaborate on holistic engagement opportunities.
- Regularly and transparently report the attainment of department objectives and key results.
- Ongoing collaboration and prospecting with Director of Development and development team.
- Work collaboratively with chapter colleagues to ensure donors are properly engaged and thanked for their support.
- Ensure all appropriate coding in Sales Force for effective management of the portfolio.
- Stay abreast of best practices and fundraising innovations with a willingness to test new ideas.
- Other duties as assigned.

Knowledge and Abilities

- Able to manage and prioritize multiple tasks effectively.
- Detail-oriented and well organized.
- Provide excellent customer service and representation of Make-A-Wish to external supporters.
- Commitment to and a passion for the mission of Make-A-Wish Texas Gulf Coast and Louisiana.
- Able to effectively leverage qualified leads, as well as their own network, to create unique partnership opportunities.
- Strong understanding and comfort level in corporate marketing, social media and event management.
- Strong written communication skills with a keen understanding of how to write to and connect with different audiences.
- Results-driven with proven success leading and managing projects.
- Proven ability to work both independently and as part of a team, is self-motivated and proactive.
- Experience with developing and implementing creative solutions to time sensitive work.
- Proficient computer skills in Microsoft Office and database management (preferably Salesforce).
- Comply with National Performance Standards along with chapter guidelines and procedures.
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® Texas Gulf Coast and Louisiana policies and procedures.

Desired Qualifications

- Bachelor's degree required.
- 3+ years of non-profit development and event fundraising experience; CFRE preferred.
- 3+ years of marketing/development diversified partnership experience.
- Proven track record and knowledgebase in identifying, cultivating/stewarding, soliciting, and closing individual gifts and corporate sponsorships.
- Proven career track record that shows stability with an organization and a demonstrated ability to develop, nurture and build relationships.
- Salesforce experience preferred.
- Confidentiality and personal integrity are essential.

Working Conditions

This position will be based in the Stafford, TX office. The position requires the individual to work in an office environment in a shared office space. Incumbent must be willing to work some nights/weekends and travel within the territory.

Join Our Team of Inspired People Transforming Lives

We are more than a great place to volunteer - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

To Apply

Please submit your cover letter and resume to: HR@texgulf.wish.org.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.