



Care and Share Food Bank for Southern Colorado

Division/Department: Development

Location: Colorado Springs

Job title: Individual Giving Director

Reports to: Chief Development Officer

Status:
Salary

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40hrs/week

- Exempt
- Nonexempt

Position Summary:

Responsible for the day to day management of donor relationships and direct mail programs. Interfaces directly with donors and donor prospects. Leads fundraising efforts around Care and Share's more than 12,000 donors.

Duties and Responsibilities:

- Comprehensively manage day to day activities regarding direct mail. Interact with campaign vendor, continuously evaluate ROI and actively review campaigns success.
- Coordinate in-house mailings and provide recommendations and strategies for continuous improvement.
- Manage donor acknowledgement process. Work closely with Donor Services Coordinator to ensure prompt responses to all gifts
- Actively solicit, call on, engage and steward donors leading to increased contributions and engagement
- Develop, implement and maintain Food for Thought tours, a monthly tour of our facility for donors with the President and CEO
- Manage Hunger's Hope Awards, Care and Share's annual donor recognition event
- Keep President and CEO, Chief Development Officer, and Philanthropy Officer informed about major gifts and prospects
- Manage Care and Share's major donor programs: Harvest Society (annual giving of \$1,000) and Feed Our Neighbors Circle (recurring gifts)
- Research donor prospects and provide detailed briefings for meetings with prospective donors
- Collaborate with Development team to coordinate corporate giving
- Run reports and analysis within Raisers Edge
- Know, interact with, and cultivate individual donors
- Monitor donor-related portions of the Care and Share website

Work experience requirements:

- Bachelor's degree preferred
- Exceptional written and verbal communications skill set
- Three years of demonstrated experience in fundraising, direct mail, and donor relations required
- Excellent organizational skills
- Extreme comfort with calling donors and engaging over the phone
- Ability to adapt quickly to ever-changing organizational circumstances and needs
- Outstanding follow-through skills
- Raisers Edge experience preferred
- Strong command of Microsoft suite of programs (Excel, Word, Outlook, Publisher, PowerPoint)

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.

Individuals considering applying for the Individual Giving Director position must submit the following for consideration:

- Cover letter
- Resume
- A drafted letter you'd send to a donor asking them to give to Care and Share.

Applications must be sent to Shannon Brice, Chief Development Officer, development@careandshare.org by March 3rd at 5pm.

No phone calls please.