



Care and Share Food Bank for Southern Colorado

Division/Department: Development

Location: Colorado Springs

Job title: Individual Giving Director

Reports to: Chief Philanthropy Officer

Status:
Salary

Type of position:
 Full-time
 Part-time
 Contractor
 Intern

Hours: 40hrs/week
 Exempt
 Nonexempt

Position Summary:

Responsible for day to day fundraising efforts with individual donors and donor prospects. Supports fundraising efforts around Care and Share's more than 10,000 donors.

Duties and Responsibilities:

- Actively solicit, call on, engage and steward donors leading to increased contributions and engagement.
- Know, interact with, and cultivate individual donors.
- Keep Chief 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.
- Active and collaborative member of the Philanthropy team
- Run reports and analysis within Raisers Edge.
- 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.
- Oversee the logistics for the annual fundraising event, Recipe for Hope. Work in coordination with the Marketing Director on the event program.
- Assist Chief Philanthropy Officer to develop annual plan and budget.
- Track donor interactions, run reports, and analyze donor data within Raisers Edge. Participate in maintenance of a strong donor database.
- Responsible for donor follow up strategy after donor events.

Work experience requirements:

- Bachelor's degree preferred
- Exceptional written and verbal communications skill set
- Three years of demonstrated experience in fundraising or sales
- Experience with direct mail and donor relations is preferred
- 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.