

Corporate and Individual Giving Manager

Job Description

Position Description

Title of Position: Corporate and Individual Giving Manager

Program: Resource Development

Reporting Structure: Reports to the Vice President of Development

Position Summary: This position is responsible for all aspects of philanthropic giving at The Children's Place, including building a donor pipeline to support Kansas City's specialized treatment agency for young children and families who have experienced traumatic events. This role includes implementation and management of annual giving and major gifts strategies, including corporate partnerships, and development of a planned giving program while at the same time managing a pipeline of prospective donors through practical research, cultivation, solicitation, and stewardship. The ideal candidate will lead in moving charitable giving to the next level, deepening donor and prospect engagement with The Children's Place. This role requires an experienced professional who is motivated by building connections between corporations and individuals and the mission of The Children's Place. Experience working on a successful fundraising team is essential. At the same time, building sustainable relationships with a wide range of donors and key stakeholders will ensure success in this role.

Our mission is to help children and families heal from life's deepest hurts. We work to restore childhood. We tirelessly pursue, find and celebrate healing for young children in our community who have faced trauma, enabling children to lead happy, healthy, hopeful lives.

Diversity, Equity and Inclusion: This Is A Place For You

We believe in resiliency and the capacity to heal; our mission is to help children and families heal from life's deepest hurts.

We believe everyone has a unique life story, and we will listen and stand with those who have felt hurt or vulnerable.

We believe everyone experiences pain. It is the expression of this pain and discomfort that allows for learning and growth.

We believe people are our most vital asset, and healing occurs within the context of relationships. We will work to build an inclusive community where all people feel they are noticed and belong.

We celebrate people from every color, race, ethnicity, place of origin, religion, age, gender, sexual orientation, gender identity and/or expression, socio-economic status, family structure, and those with differences in ability.

We commit to hiring a workforce and recruiting board members to encourage the representation of all groups and perspectives. The children and families we serve

deserve to enter a Place filled with people who reflect their own diversity.

Furthermore, we see acts of racism and its resulting inequities in our world and will actively work to be an equitable and antiracist Place. Through consistent professional training and development, we commit to creating an environment where all people can say they are welcomed, respected and safe to be themselves.

Responsibilities include, but are not limited to:

- Provide high-level support to the CEO and Vice President of Development & Communications about the strategic direction of The Children's Place.
- Develop and implement plans to meet giving targets, including the identification, qualification, cultivation, solicitation and stewardship of annual, major, corporate and planned gift donors.
- Capital campaign experience is preferred.
- Manage a portfolio of existing and potential donors, ensuring relationships remain strong with the organization.
- Work with the Vice President of Development and Communications, Board, Development and Communication committees to devise, implement and review new initiatives to increase philanthropic revenue.
- Work alongside the Events and Marketing manager in the planning and implementing of all stewardship, cultivation and prospecting events.
- Work closely with marketing and communications resources to create materials that assist in developing and maintaining powerful donor relationships.
- Accurately and timely record information in Raisers Edge regarding contact with all donors and prospects, including research material, engagement and stewardship plans and contact reports.
- Serve as staff liaison to the Young Ambassadors Board. The Young Ambassadors Board has been formed to help connect young professionals and volunteers with The Children's Place, its mission and programs in the community.
- Follow best practices by keeping current with local and national trends and research in philanthropy.
- Attend monthly staff meetings as well as weekly development team meetings.

Skills, Experience, and Education:

- Three to five years of relatable fundraising experience
- Competence and experience in Raisers Edge and advanced understanding of basic office applications, including MS Office (Word, Excel, PowerPoint, Outlook).
- Mastery of the English language, both verbal and written.
- Demonstrated track record of accuracy, quality, timeliness, dependability and reliability.
- Competence and ability to operate a personal computer and telephone.
- Demonstrated ability to maintain confidentiality regarding records, clients, donors and sensitive data.
- Must be highly organized, timely and effective in work duties and can complete assigned tasks within timelines.

- Must possess solid administrative skills, including editing, proofreading, punctuation, grammar and spelling.
- Strong interpersonal and communication skills. Must effectively communicate with Board, staff, funders, donors and community contacts, demonstrating sensitivity to cultural differences.
- Attention to detail and compilation of reports.

Certification(s) / Degree(s) Required:

A bachelor's degree in communications, marketing, journalism or a related field is required. A master's degree in a related field is preferred. CFRE certification is a plus.

WORKING RELATIONSHIPS

This position reports to the Vice President of Development & Communications. This position also works closely with the CEO, Events and Marketing Manager, Grants Manager, Volunteer Manager, Graphic Designer, Vice President of Programs and Vice President of Operations.

WORKING CONDITIONS

- Ability to access multiple levels of the agency's building.
- When required, be responsible for the client's physical safety.
- Must understand and follow building security procedures.
- Business casual office attire.
- Possible exposure to childhood diseases.
- Typical office environments and conditions with the ability to utilize a flexible schedule.
- Strict confidentiality related to Board issues and donors to The Children's Place.
- Minimal exposure to the sensitive subject matter of client information.
- Minimal travel.
- Evening/weekend hours required on occasion.

Equal Opportunity Employer:

The Children's Place is an equal opportunity employer that makes employment decisions regarding individuals and employees based on their qualifications without regard to race, religion, color, sex, gender identity, sexual orientation, age, national origin, disability, veteran or other status protected by law.

Disclaimer:

Other duties will be required/requested for effective job performance. This is not an employment contract but an outline of essential functions and expectations.