

Position Title: Individual Giving Manager

Position Type: Full-time/exempt

Reports To: CEO (interim)

Salary: 80k-90k

About Cast:

The Coalition to Abolish Slavery and Trafficking (Cast) is the nation's largest provider of comprehensive, life-transforming services to survivors of human trafficking and an advocate for groundbreaking public policy informed by the survivors we serve. As the first organization presented with the U.S. Presidential Award for Extraordinary Efforts to Combat Human Trafficking in 2014, we are currently hiring individuals committed to systems change and elevating survivor voices to shape public policy and awareness to end human trafficking. If you are looking to join an innovative and mission-driven organization, look no further!

Primary Function:

The Individual Giving Manager is responsible for the development and ongoing management of a robust individual giving program that supports Cast's mission, with an emphasis on engaging, renewing, and bringing in new annual donors giving \$500 - \$5,000. Working alongside the CEO, the Individual Giving Manager will continue to strengthen Cast's support from individuals by implementing effective donor pipeline-building activities that cultivate and steward a broader base of individual donors. Cast's Individual Giving Manager is responsible for soliciting and securing new unrestricted annual gifts \$500 and above.

The Individual Giving Manager will also be responsible for managing and analyzing donor data as well as handling donor stewardship logistics and systems. This important position works as an integrated part of the Development team at Cast and is a unique opportunity for an experienced fundraising professional to take their career to the next level.

Responsibilities include:

Building and Managing an Effective Individual Giving Program (60%)

- Building and managing a portfolio of up to 100 individual donors and prospects capable of giving gifts of \$500 and above, and supporting the CEO in managing her portfolio of 50 top donors
- Conducting research on donors and prospects to help determine giving capacity, propensity and potential interest in Cast's mission
- Ensuring that Cast's top 150 donors are engaged in a way that feels meaningful and supports the successful solicitation and renewal of gifts that support Cast
- Creating and managing effective donor engagement activities for all individual donor segments, including small, mid, and major donors
- Taking the logistical lead on all fundraising events, from invitations to donor acknowledgment letters
- Developing and managing effective new donor pipeline building activities like a Monthly Membership program, Peer to Peer fundraising and/or possibly building a fundraising council

Data Management and Reports that Support Data-Driven Decision-making (30%)

- Maintaining and analyzing donor data in NationBuilder
- Tracking donor engagement using Moves Management or a comparable system
- Utilizing digital campaign and wealth screening software as needed
- Pulling reports to track team fundraising progress and inform fundraising strategy decisions throughout the year
- Working closely with the Finance team to ensure accurate revenue estimates and projections are integrated into financial reports

Team Fundraising Efforts (10%)

- Supporting the development of donor communications as needed, including proposals, development reports, meeting briefs, press releases, event packets and donor correspondence
- Collaborating with the Communications Manager to ensure alignment of communications strategies, products, messages and technologies with fundraising efforts, especially with regard to donor segmentation
- Fostering a culture of philanthropy organization-wide
- Attend/ represent Cast at community and donor-related meetings and events
- Performing other duties as needed

THE IDEAL CANDIDATE WILL:

- Have a Bachelor's Degree from an accredited four-year college/university or equivalent experience in nonprofit fundraising
- Have at least five years of progressive professional fundraising duties including experience working with individual donors, managing high-level volunteers and planning successful events
- Fundraising experience in nonprofits serving marginalized communities and/or in nonprofits that have built successful individual giving programs in the past ten years preferred
- Have documented success in personally implementing sophisticated, multi-year cultivation strategies that use a relationship-building and moves management approach leading to successful gift closure (preferable in the amount of \$500 or above)
- Believe strongly in Cast's mission to provide life-changing services to survivors and advocate for groundbreaking policies and legislation
- Be able to see the 'big picture' in managing relationships with donors and planning fundraising strategies as well as taking responsibility for the details vital for effective follow-through and implementation
- Be an exceptional communicator: in person, on the phone, via Zoom, and in writing: strong grant writing is highly desired; and solid writing and editing skills required
- Have strong project management skills; be comfortable developing and completing complex assignments, managing multiple deadlines, and coming up with contingency plans when needed
- Be familiar with NationBuilder, Excel, Moves Management, digital campaign management software, wealth screening software, and have an interest in learning new tools and technologies to maximize efficiency and quality
- Bring a data-driven and tech-forward approach to your work
- Be resilient, rise above rejection and be solution- oriented in the face of challenges

- Ability to relate well and network with individuals of numerous backgrounds and cultural differences
- Have the ability to work independently and as a member of a collaborative team
- Staff management experience a plus
- Exemplify commitment to Cast's mission and values

COVID-19 Vaccination Requirement: Cast requires all employees to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Proof of COVID-19 vaccination is required for all employees upon their start date. If you are unable to be vaccinated for medical reasons or sincerely-held religious beliefs, we will consider requests for reasonable accommodation consistent with our policy, and where we are able to provide such accommodations without undue hardship to the organization pursuant to applicable law.

**Individuals are considered fully vaccinated 14 days after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Johnson & Johnson).*

To apply, please submit a Resume and Cover Letter, you can also check out other opportunities on our company portal: <https://castla.applicantpro.com/jobs/>

Cast is an Equal Opportunity Employer

The Coalition to Abolish Slavery & Trafficking (Cast) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Cast complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Cast highly encourages survivors of slavery and human trafficking to apply. Cast also encourages women, BIPOC, LGBTQI+, and people with disabilities to apply.

Cast offers generous benefits, including medical, life, paid sick/vacation time, a 403(b) plan, and Supervision for Licensure hours. Additionally, we provide you an opportunity for continued learning through career, professional & personal development, and training along with working with a team of committed individuals, where you are supported and given every chance to succeed.