Individual Giving Officer

Job Summary:
Under the direction of the Director of Development, the Individual Giving Officer provides strategic leadership to grow unrestricted individual donor support for DAP Health. The Individual Giving Officer (IGO) is responsible for the identification, cultivation, solicitation, and stewardship of donors and prospects capable of making annual gifts of $1,500 to $25,000. The IGO leads two giving programs: Partners for Life and The Impact Program. The IGO is passionate about and talented in identifying, cultivating and securing new donors, has strong interpersonal skills, program management experience and the ability to work cross-functionally with multiple departments to build strategic fundraising plans and solicitations. In addition, for all positions, DAP Health expects employees to have an interest in and commitment to the mission and core values of DAP Health, including its beliefs in diversity, equity, access, and inclusion.

Job Status: Full-time, Salaried, Exempt

Salary Range: $74,609 - $78,000 (Based on experience)

Duties/Responsibilities:
- Individual Gifts:
  - Develops and manages DAP Health’s individual gifts strategy: the IMPACT and Partners for Life programs.
  - Responsible for cultivating new individual giving prospects and building and managing a portfolio of at least seventy-five individual donors and prospects capable of giving $1,500 or more annually.
  - Develops appropriate stewardship and solicitation strategies.
  - Develops long-term fundraising goals for growth of multi-year pledges and donors, along with specific action plans and strategies for achieving these goals.
  - Works closely with the Director of Development to manage prospecting, cultivation, solicitation, and stewardship of Partners for Life and IMPACT Program.
  - Tracks and documents donor prospecting, fundraising, and commitment activity with an eye toward continual growth and improvement, including monitoring individual and multi-year gifts program ROI and retention rates.
  - Produces tracking reports as needed using the donor database.
- Impact Program:
  - Leads DAP Health’s adoption and implementation of the IMPACT Program fundraising model.
  - Serves as lead of the IMPACT Program Cultivation Team, including recruitment and meaningful engagement of team members.
  - Recruits Ambassadors to lead DAP IMPACT Program tours.
- Makes phone calls regularly and conduct face-to-face visits to thank, update, cultivate and solicit donors, utilizing IMPACT Program Gifts Successes metrics in order to build enduring relationships which lead to multi-year pledges.
- Ensures that the donor information is kept current and donor interactions are consistently documented in database using specific processes.
- Leads the planning and implementation of two IMPACT Program solicitation events a year.

- **Partners for Life:**
  - Leads the day-to-day administration of the Partners for Life annual fund program in collaboration with the Director of Development, and other members of the Resource Development team.
  - Ensures dollars raised through Partners for Life grows year over year per budget.
  - Cultivates, solicits, and stewards Partners for Life donors with the capacity to contribute $1,500 or more per year.
  - Keeps Partners for Life members up to date on agency achievements and engaged in mission.
  - Spends time daily both face to face and by phone to steward and solicit donors.
  - Collaborates with the Director of Development in the fulfillment of events and activities associated with Partners for Life.

- **Collaboration:**
  - Collaborates with the Development team members and internal partners to create written proposals, reports, correspondence, and fundraising materials to support major solicitations and funder appeals.
  - In conjunction with the Development department colleagues, coordinates moves management fundraising processes across individual donors and prospects.

- **Stewardship:**
  - Stewards, supports, and communicates with individual donors to maintain and upgrade their giving.
  - Works closely with the Director of Development to ensure appropriate donor recognition.

- Represents DAP Health by attendance DAP Health events, including donor benefits, cultivation, and fundraising events.
- Performs other duties as assigned.

**Required Skills/Abilities:**
- Knowledge of PC functions, high proficiency in Microsoft Office Applications, donor management software applications.
- Knowledge of prospect research processes and tools.
- Gifted relationship-builder, with the skills and agility to build strong rapport with philanthropists of diverse backgrounds.
- Strong planning, strategic, and organizational skills to effectively coordinate and prioritize workload.
- Ability to:
o Multi-task, prioritize and perform under pressure. Must have strong organizational skills and be able to work with little supervision.
o Work in a team-oriented, friendly and energetic environment.
o Work under deadline pressure and/or with multiple priorities.
o Handle confidential and sensitive information.

- Must demonstrate problem-solving, decision-making ability to correct unforeseen issues on the spot during events and be flexible in a changing environment.
- Must be comfortable working with donors, community leaders and the public.
- Exceptional communication skills; articulate with proven ability to write effectively and speak persuasively.
- Requires flexible work schedule to include some evenings and weekends.

Education and Experience:
- Bachelor's degree in business, marketing, communications, psychology, events or a related field.
- Familiarity with Salsa CRM or similar donor databases.
- Previous non-profit / fundraising / donor-relations experience.

Working Conditions and Physical Demands
- Ability to lift 30 pounds.
- Operates in an office setting and in the community; requires frequent times of sitting, standing, repetitive motion and talking.
- Community offsite settings include fundraising events and donor benefits.

Other Duties
Please note that this job description is not designed to cover or contain a comprehensive listing of everything that is required of the employee for the job. Duties, responsibilities and activities may change at any time with or without notice.