

## Mid-Level Giving Manager

**Hiring Range:** \$45,000 – \$50,000 (with full State of Virginia benefits, including health insurance, Virginia Retirement System participation, paid leave and holidays, and optional deferred compensation programs)

**Agency:** Jamestown-Yorktown Foundation – Williamsburg, VA

**Website:** [jyfmuseums.org](http://jyfmuseums.org)

**Apply Online:** <https://www.jobs.virginia.gov/jobs/mid-level-giving-manager-williamsburg-virginia-united-states>

The Jamestown-Yorktown Foundation seeks a motivated and relationship-driven **Mid-Level Giving Manager** to help advance philanthropic support for our mission to share the stories of early America through immersive educational experiences at Jamestown Settlement and the American Revolution Museum at Yorktown.

This position plays a key role in engaging supporters who contribute annually at the \$2,500–\$9,999 level to **The 1607 Society**. The Manager oversees a defined portfolio of mid-level donors and prospects, building meaningful relationships through personalized outreach, thoughtful stewardship, and strategic cultivation. This work strengthens donor loyalty, encourages increased philanthropic investment, and supports seamless donor movement within the development pipeline.

Working in collaboration with the Director of the Annual Fund and a supportive Development team, the Mid-Level Giving Manager will:

- Manage communication and ongoing stewardship for mid-level donors
- Identify and cultivate individuals with capacity for increased giving
- Support 1607 Society events and engagement opportunities
- Maintain accurate data in Raiser's Edge NXT or similar CRM
- Contribute to donor retention and revenue growth through purposeful, relationship-driven outreach

### Minimum Qualifications

- Fundraising experience and knowledge of donor engagement practices
- Skills in donor recruitment, cultivation, and stewardship
- Experience with fundraising CRMs (e.g., Raiser's Edge NXT)
- Strong written and oral communication skills
- Excellent interpersonal abilities
- Ability to quickly learn the Foundation's mission and programs
- Strong organizational skills and attention to detail
- Ability to manage multiple deadlines and projects simultaneously
- Transferable experience from sales, customer engagement, or community outreach considered

### Preferred Qualifications

- Bachelor's degree or equivalent combination of experience, training, and education
- Prior fundraising experience in a museum, nonprofit, or higher education environment
- Experience with donor portfolio management and fundraising databases

### Application Instructions

A cover letter is required. Applicants will receive confirmation upon submission and may track their status through the application portal.

### Contact

Email: [careers@jyf.virginia.gov](mailto:careers@jyf.virginia.gov)