Manager, Philanthropy

Job Details

**Job Location:** World Food Program USA – Washington, DC  
**Remote Type:** Hybrid in Washington, DC or Remote from WA, CA, TX, IL, FL, GA, VA, MD, NJ, NY  
**Position Type:** Full Time  
**Education Level:** None  

**Salary:** $85,000-$90,000  
**Travel Percentage:** 25%

World Food Program USA seeks a Manager, Philanthropy to build and manage a strong portfolio of donors and prospects capable of giving major ($10,000+), principal, and/or planned gifts to support the organization’s mission and operations. Reporting to the Director, Philanthropy the Manager, Philanthropy (Major Donors) develops and executes strategies to identify, qualify, cultivate, solicit, and steward individual donors while maintaining relationships with an established portfolio of major donors. The Manager, Philanthropy (Major Donors) is responsible for developing relationships – both internally and externally – that are focused on connecting major donors to meaningful philanthropic opportunities that further WFP USA’s mission utilizing a donor-centric approach.

About World Food Program USA

World Food Program USAs values provide the framework for how we behave and work together to reach our goals to feed and save
the lives of the most vulnerable people around the world. Those values are:

**Collaborative:** We are all one team  
**Accountable:** We own our work  
**Respectful:** We are kind to each other  
**Inclusive:** We champion diversity  
**Optimistic:** We have a make it happen attitude

We are looking for applicants who embody these values and are invested in forwarding our mission.

**Why Join Us?**

- We are a dynamic, forward leaning, financially stable organization.  
- You will be joining an effective, committed, high-performing group of colleagues who are well-regarded in the community.  
- This position will play a crucial role in aiding the organization in their mission of ending global hunger

**Highlighted Responsibilities:**

**Relationship Building**

- Build authentic, meaningful relationships between donors and WFP USA to serve both the donor’s philanthropic goals and the organization’s mission  
- Manage a portfolio of 120-200 major donors and mid-level/major donor prospects to secure significant ($10,000+ yr/annually) support for World Food Program USA  
- Cultivate meaningful relationships with current WFP USA donors with a focus on securing renewals, upgraded gifts, and multi-year commitments where appropriate
- Identify and solicit major donors for annual contributions ($10,000+) to WFP USA for general operations and other priority programs
- Draft, customize, and/or edit correspondence and fundraising materials for portfolio, including but not limited to, funding proposals, impact reports, briefing memos, talking points, handwritten notes (multiple times per year to entire portfolio), monthly newsletters, emergency response updates, and other programmatic updates (via mail or email)
- Plan, execute, and/or support donor cultivation and stewardship events (in-person and virtual)
- Commit to a donor-centric framework that honors the donor journey from first to ultimate gift, and the many ways that donors engage with and support World Food Program USA
- Use listening, diplomacy and tact to build strong relationships and motivate donors and prospects

**Monitoring & Reporting**

- Using Salesforce, regularly review and update opportunities, ensure accurate donor records
- Document all donor interactions and maintain an accurate log of all communications with major donors within the Manager’s portfolio
- Track and report on engagement activities including identification, qualification, cultivation, solicitation, and stewardship
- Track and achieve KPI goals

**Strategy**

- Develop and implement personalized cultivation, solicitation, and stewardship strategies and plans with a focus on retention, upgraded gifts, planned gifts, and multi-year commitments, as appropriate
• Manage and track multiple prospects and donors toward an annual fundraising and stewardship plan
• Participate in internal prospect review and donor stewardship meetings

**Collaboration**

• Work in partnership with other members on the Major Donor team to develop annual plans for major donor cultivation, stewardship, and solicitation
• Partner with Development Support to ensure timely distribution of tax receipt/acknowledgement letters
• Work with Senior Manager, Planned Giving to identify prospective Planned Giving prospects, coordinate as needed on gifts from IRA/QCDs, stock, and other gifts of complex assets
• Collaborate with Program Content Specialist to develop customized proposals, program updates and impact reports for donors
• Work with Prospect Research team to qualify individuals as major gift prospects through research and direct contact
• Participate in calls and briefings with country offices and regional bureaus

**Additional Duties**

• Determine annual fundraising/revenue projections for each donor within the Manager’s portfolio and complete budget reprojections, as needed
• Become knowledgeable about and stay up to date on the U.N. World Food Programme’s program areas and priorities – but not expected to become a content expert
• Undertake special projects and responsibilities, as needed

**Qualifications**
• Passion for our shared vision of creating a world with zero hunger
• Experience fundraising (5-7 years preferred), with a proven track record of closing five or six, figure gifts
• Demonstrated ability to meet set fundraising goals
• Strong decision-making skills, with demonstrated ability to act quickly and effectively while juggling multiple projects, responsibilities, and tasks
• Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers
• Engaging presence and comfortable connecting with donors and colleagues over the phone, on video calls, and in person
• Must have an entrepreneurial and proactive mindset with the ability to work under remote supervision
• Experience managing and tracking multiple prospects and donors toward an annual fundraising and stewardship plan
• Ability and willingness to be flexible and adaptable in a fast-paced environment and continually growing program
• Must have a team player mentality but also be able to manage a portfolio of donors independently
• Ability to manage confidential information and observe donor privacy protocols
• Experience with a Customer Relationship Management (CRM) system, Salesforce preferred

**Travel**

• Must have current valid drivers license
• Willingness to travel locally and nationally for donor and team meetings 25%-50% of the time

**HOW TO APPLY**
Please submit your application here. No phone calls or agencies, please.