**Director of Individual and Corporate Giving**

The Director of Individual and Corporate Giving is responsible for managing Orchard Place's individual and corporate giving programs.  The key functions of this position include initiating, supporting and executing a comprehensive fundraising plan to cultivate, solicit and steward a portfolio of current and prospective individual and corporate donors.

Orchard Place values diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job.  Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions.  Please let us know if you require accommodations during the interview process.

**What you will do:**

* Collaborate with the VP of Development to prepare the annual Individual and Corporate fundraising plan, including revenue goals and specific measurable objectives, tactics and timetables.
* Identify, research, solicit and secure corporate gifts and special event sponsorships.
* Collaborate with the VP of Development and Director of Planned Giving and Major Gifts to lead, review and drive forward strategies to grow income from individual giving.  Manage the development of a portfolio of individual donors through a well thought out plan of identifying, engaging, stewarding, soliciting and recognizing current and prospective donors.
* Manage promotional plans and social media strategies for special events, working closely with the Director of Volunteers and Special Events, VP of Development and Director of Communications to assure appropriate recognition of individual and corporate event sponsors.

**Sound like a good fit?  A few requirements include:**

* Understanding of and ability to apply donor-centered philanthropy principles, including an ability to develop and sustain relationships with individual and corporate donors.
* Professional experience in fundraising activities for a non-profit organization is preferred as is an undergraduate degree in related field and CFRE status.
* Proficient written and verbal communication skills, demonstrated skills in customer and public relations, and excellent computer skills.  Familiarity with Raisers Edge preferred.
* Demonstrated ability to show initiative and work independently as well as a desire to function as part of a development team with flexibility to complete the overall mission of the development department.

**Benefits Include:**

* 120 hours of vacation and 80 hours of sick leave accrued annually and 9 paid holidays
* Medical and Dental Insurance, Vision Discount Plan, Flex Spending Plan, and employer-paid Life Insurance and Long Term Disability Insurance
* 401(K) with employer matching

*Criminal, Abuse Registry and Motor Vehicle Record checks completed.*