Job Title: Individual Philanthropy Manager  
Division: Resources & Development  
Location: Program Support Center  
Status: Full-Time, Exempt  
Salary Range: $52,500-$67,500

**Job Description**

Reporting to the Sr. Director of Individual Philanthropy, the Individual Philanthropy Manager (Manager) is responsible for the identification, cultivation, solicitation, and stewardship of new and existing individual and family foundation donors. This position supports a portfolio that is comprised of donors capable of supporting Boys & Girls Clubs of Metro Denver’s (BGCMD) general operations, capital projects, fundraising events, and special projects. The balance of the portfolio will consist of external donor relationships in support of BGCMD’s resource development goals. The Manager plays an important role by working cross-functionally to maintain and develop a donor pipeline and relationships with stakeholders through a high level of service to increase contributions and sponsorship revenue. Additionally, the Manager is responsible for a revenue portfolio of $400K-$800K annually.

**The essential duties for this role:**

**Portfolio Management**

- Manage all aspects of a revenue portfolio, comprised of up to 175 active prospects, funders, and partners, that generates at least $400K-800K in operating revenue, through the moves management process (identification, cultivation, solicitation and stewardship).
- Offer a range of funding opportunities to donors and prospects that match their interests in BGCMD. These opportunities may be restricted or unrestricted funding and include General Operating support, specific program support, special event engagement, multi-year gifts, and/or capital gifts.
- Develop strategies for securing new, renewed, and increased individual and family foundation funding partners in support of BGCMD operations and special projects.
- Evaluate and renew the portfolio on an as-needed basis.

**Individual Relationships**

- Responsible for managing individual donor activations, engagement, and stewardship for key accounts including donor engagement activities, Club tours, volunteer projects and sponsorship benefit fulfillment.
- Serve as strong external representative for the organization, engaging regularly with contacts to develop new opportunities, grow and steward existing relationships.
- Cultivate and sustain a holistic stewardship approach by investing, engaging and celebrating Boys & Girls Clubs of Metro Denver’s board members and donors.
• Other duties as assigned.

The Manager of Individual Philanthropy shall have the following skills and knowledge:

• Proficiency with Microsoft Office suite and RE NXT or other donor database software.
• Entrepreneurial and strategic thinking skills, with the ability to exercise creativity and initiative in achieving gift goals.
• Successful experience developing cultivation and solicitation strategies, including successful donor upgrades and new donor acquisition.
• Knowledge of or experience in qualifying potential prospects, including prospect research.
• Experience in or willingness to learn about and/or deepen knowledge in grants, grant writing, reporting, planned gifts and planned giving strategy.
• Ability to assess and understand the needs and interests of both BGCMD and major donors in order to develop appropriate strategies.
• Exceptional interpersonal skills are essential, including the ability to build relationships with internal and external stakeholders.
• Must be extremely detail-oriented, collaborative, resourceful, and organized, with the ability to perform independently in a fast-paced team environment.
• Capacity to work independently to organize, prioritize, manage, and successfully execute multiple assignments simultaneously within a timeline and deal with frequent change or unexpected events.
• Excellent written and verbal communication skills.

Compliance Requirements:

• Bachelor’s degree from regionally accredited institution of higher learning or similar educational experience.
• 2-3 years successful experience in nonprofit fundraising, customer service, or sales experience required.
• Candidates must be able to pass a drug test that includes screening for marijuana, criminal and driving records investigations, and reference checks.
• The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports, properly document program, and organizational data.
• A valid driver's license and ability to be insured under the company's insurance policy is also a requirement.
• This position is a predominantly in-person role.

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