



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 W Michigan St.
Indianapolis, IN, 46202

Tel: (317) 634-7546

girlsinc.org

JOB POSTING

September 2, 2020

POSITION: Associate Director/Director of Individual Giving & Corporate Partnerships

REPORTS TO: Chief Development Officer

LOCATION: New York National Office

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at www.girlsinc.org.

Specific Responsibilities Include:

Individual Giving:

- Function as an enthusiastic front-line fundraiser.
- Qualify, cultivate, solicit and steward donors in an assigned portfolio for Girls Inc.
- Assist in the development of a comprehensive fundraising plan with measurable goals and objectives that retain individual donors and creates a pipeline of new ones.
- Support CEO, Board, and CDO on high-level cultivation and solicitation activities as assigned.
- Create, execute and manage strategies to increase donor engagement and participation in giving societies.
- Plan and support donor-led events to help identify new prospects and opportunities.
- Supervise and mentor a Donor Relations Manager and a Development Coordinator.
- Meet all annual giving dollar, acquisition, retention and upgrade goals and monitor, analyze and report on progress; making adjustments as necessary.
- Develop a cultivation and solicitation calendar.

- Direct staff responsible for the creative packages, solicitations and fundraising appeals to various affinity groups in a timely manner and in partnership with the Marketing & Communications team.
- Oversee staff responsible for the acknowledgment process and assure the timely dissemination to applicable donors.
- Works with the IT staff to collect, record and maintain accurate donor information maintained in the Salesforce database system and run/create relevant reports.

Corporate Partnerships:

- Manage and steward a portfolio of key corporate donors/prospects.
- Identify and enlist new funders through an entrepreneurial approach to prospect identification and cultivation.
- Research, identify and recommend a range of philanthropic and marketing-related strategies and packages to ensure the acquisition and retention of Girls Inc. corporate partners.
- Develop and implement strategies to encourage multi-year support.
- Nurture and preserve Girls Inc. core values; maintains consistent corporate image (brand integrity) in all materials.
- Work with the CDO on special assignments and implement activities in support of other fundraising initiatives as deemed appropriate.

QUALIFICATIONS:

- BA/BS required plus 5 to 7 years of fundraising experience with a successful track record in individual giving and corporate partnerships.
- A minimum of two years of supervisory experience.
- Experience working in a national organization with an affiliate or chapter structure a plus.
- Excellent planning and organizing skills; ability to manage multiple tasks efficiently.
- Results-oriented with demonstrated capacity to adapt to changing conditions.
- An excellent steward of interpersonal relationships.
- Skilled in spreadsheet, word-processing and database software; Salesforce or other fundraising software preferred.
- Responsible, flexible, and energetic.
- Ability to work in a team environment and adapt to various working styles.
- Commitment to the mission of Girls Inc.
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations.

HOW TO APPLY:

Interested applicants should submit a cover letter and resume including salary requirements to humanresources@girlsinc.org no later than October 1, 2020. Please include Associate Director/Director of Individual Giving & Corporate Partnerships in the subject line. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER