



Inspiring all girls to be strong, smart, and bold

Position: Assistant Director of Annual Giving
Reports to: Director of Major Gifts
Location: New York, New York (hybrid in-person/remote schedule)
Status: Full-time, Exempt

Background:

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary:

The Assistant Director of Annual Giving is an integral member of the Development Department and will support the overall strategy and execution of the individual giving program. The individual giving team reports to the Director of Major Gifts and is a combined unit that includes major giving (\$5,000+), annual giving, planned giving, fundraising events and various other cultivation and retention efforts in order to secure collectively \$4 to \$6 million annually in unrestricted support for the strategic vision of the national office. The Assistant Director will primarily focus on the solicitation, cultivation, and stewardship of donors contributing \$1,000 or more to Girls Inc.

Responsibilities:

- Serves as a frontline fundraiser on the individual giving team and as a critical member of the Development Department.
- Shares in the individual giving team's collective responsibility of securing unrestricted support with a particular focus on closing gifts at the four and five-figure level.
- Supports the execution of a comprehensive approach to increasing funds from individuals ensuring that philanthropic potential is optimized.
- Oversees the Champion for Girls giving society that recognizes \$1,000+ donors through a series of communications, solicitations, recognition events and occasionally, face-to-face donor stewardship visits.
- Assist in the execution of the stewardship activities including two regional donor luncheons/virtual events, an annual webinar and other strategies as needed to strengthen the donor experience.
- Works in partnership with the Development Operations Manager and the Marketing & Communications staff to set the communication calendar and solicitation strategy for online and off-line mass mailings and seasonal appeals aimed at \$1,000+ donors.
- Support the departments' efforts to produce collateral and segmented solicitation letters by assisting with writing, editing and design components that demonstrate the impact that regular charitable support has on Girls Inc.
- Tracks, monitors and reports donor giving patterns and daily interactions with donors in the CRM system, Salesforce.
- Occasional evening and weekend work as well as travel will be required at times.
- Other special assignments in support of the Individual Giving team and the Development department as deemed appropriate by a supervisor.

Qualifications

- BA/BS required plus a minimum of 2 years of fundraising experience at a non-profit organization.
- Experience working in a department with responsibilities to carry out donor relations, donor communications and/or fundraising events is preferred.
- Results-oriented, creative, persuasive, tactful with the ability to work in a high-performing entrepreneurial environment.
- Strong collaborator with the ability to adapt to various working styles.
- Exceptional verbal, written, interpersonal, analytical and organizational skills.
- Excellent computer skills, including G Suite and MS Office Suite and database software; Salesforce preferred.
- Commitment to the mission of Girls Inc.
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations.

Starting salary is \$75,000

To Apply: Interested applicants should send a cover letter and resume to humanresources@girlsinc.org. Please enter Assistant Director of Annual Giving in the subject line. No phone calls, please.

The position is open until filled.

AN EQUAL OPPORTUNITY EMPLOYER