



## **Job Description** **Philanthropy Manager – Individual Giving**

Are you a fundraiser specializing in individual giving? Are you passionate about people and looking for a job where you'll enjoy excellent benefits while making a difference in your community? Then join the I Am Boundless team!

We are a fast-growing nonprofit committed to building a world that realizes the boundless potential of all people. For more than forty years, we've provided people with intellectual disabilities, developmental disabilities, and behavioral health challenges the support and services they need to thrive. Our person-centered approach celebrates people for who they are and empowers them to become active participants in the communities where they live, work, and play.

Will you join us? Apply today!

### **Boundless Benefits**

Working for Boundless has many perks. We treat our team like family and offer advantages that allow you to focus, thrive, and grow. Why Boundless?

- Excellent benefits including no-cost dental, vision, and life insurance
- A Boundless sponsored \$150 deposited into your flexible spending plan
- 232 hours of paid time off
- Student loan forgiveness through the Federal Public Service Loan Forgiveness Program
- Scholarships geared towards professional development and continued education
- Career growth opportunities

### **What You Will Be Doing**

I Am Boundless is seeking an individual giving professional who is committed to meaningful donor engagement and helping donors recognize their impact.

Reporting to and working in close collaboration with the Director of Philanthropy, the Philanthropy Manager will develop and manage a portfolio of approximately 75 individuals and secure an annual revenue goal. This is a new position on the team. As such, while some prospects have been identified, the Philanthropy Manager will be responsible for establishing their portfolio. The Philanthropy Manager will identify and qualify prospects, thoughtfully cultivate and engage donors, execute strategic solicitations, and provide excellent stewardship.

The ideal candidate will have experience cultivating and securing individual gifts, following a moves management structure, and stewarding existing donors to increase overall retention while increasing the number of donors along the giving spectrum. Success in the position will be guided by annual metrics such as number of monthly meetings, number of gift commitments, and dollars raised.

Boundless is on an unprecedented growth trajectory, serving approximately 2,000 people in the Central Ohio region in 2016 to serving more than 4,000 people throughout the state of Ohio in 2020. After nearly 40 years in existence, the Advancement Division was created in 2018 and team members have had the opportunity to create programs, procedures and projects that directly and positively impact the organization and those it serves. The philanthropy department exists within the division of advancement and works closely with the communications and marketing team to accomplish organizational goals.

The culture of Boundless, and the advancement team in particular, is one of entrepreneurial collaboration, flexibility, and a “can do” spirit.

### **Major tasks, Duties, and Responsibilities**

- Achieves the annual fund-raising goal for individual giving, as agreed upon with the Director of Philanthropy and the Vice President for Advancement.
- Manages the individual giving program to achieve on-going growth in both cash and future commitments of support. This includes developing both long-term solicitation strategies and an effective stewardship effort to retain support from existing donors.
- Develops a portfolio of individual donors and manages all aspects of the gift process for those donors and prospects.
- Generates moves management and solicitation plans for donors and prospects as well as documents all related actions in Salesforce.
- Supports ongoing development efforts including, but not limited to, individual giving, annual giving, employee giving, planned giving, donor stewardship, events, gift processing, pledge management, and donor recognition.
- Designs and executes donor retention strategies.
- Actively supports a culture of philanthropy.
- Plans and conducts tours and visits to the organization by donors and prospects.
- Develops, recommends, and manages budget for the areas managed. Coordinates the assignment of tasks for the efficient utilization of available resources.
- Maintains collaborative team relationships with peers and colleagues in order to effectively contribute to the working group’s achievement of goals, and to help foster a positive work environment.
- Other duties as assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Your Expertise**

- **Development/Fundraising:** Proven success in nonprofit fundraising, including meeting/exceeding fundraising goals and personal metrics. Experience running annual campaigns and success with individual fundraising and multiple fundraising methodologies (i.e., major gifts, employee giving, etc.)
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.
- **Project Leadership:** Experience in planning, leading, and managing philanthropy projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of trustees.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones. Actively seeks new initiatives which will yield philanthropic results.

- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- **Influencing:** Convinces others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders.
- **Collaboration:** Effective at working with others to reach common goals and objectives.

### **Work Environment**

This role – like all members of the advancement team – works primarily from a remote location of the employee’s choosing. A drop-in office space at any of the Boundless offices statewide is available as needed. Standard office equipment and technology reimbursements will be provided for the Philanthropy Manager’s use while working remotely.

While the Philanthropy Manager’s office is remote, travel for in-person meetings throughout Ohio (primarily central Ohio) is expected with all safety equipment and precautions observed.

### **Position Type/Expected Hours of Work**

This is a full-time position, and the traditional hours of work and days are Monday through Friday, 8 a.m. to 4:30 p.m. However, work hours may vary significantly depending upon the day or task and, as a result, significant work flexibility is offered. The Philanthropy Manager will have substantial control of his/her calendar.

### **Salary Range**

\$60,000 to \$64,000

### **Required Education and Experience**

- 4-year collegiate degree or equivalent.
- At least three (3) years of professional fundraising experience in a not-for-profit setting with a proven track record of meeting/exceeding annual goals and personal metrics, specifically related to individual giving.
- Strong experience with Microsoft Office suite of programs.

### **Preferred Education and Experience**

1. CFRE or master's degree.
2. Experience with Salesforce.
3. Experience working with or for people with complex needs.

### **To apply:**

Log on to <https://iamboundless.org/jobs/>