

# We are Good+Foundation.

## **POSITION SUMMARY - INDIVIDUAL GIVING ASSOCIATE**

Good+Foundation is a leading national non-profit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers, and caregivers, creating an upward trajectory for the whole family. The organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than \$112 million in essential goods since 2001. In recent years, Good+Foundation has added a Family Cash grants microgrants program to its in-kind donation model, providing more than \$1.1 million in cash assistance to date. Visit [www.goodplusfoundation.org](http://www.goodplusfoundation.org) for more information.

Reporting to the Vice President of Advancement, the Individual Giving Manager will develop meaningful relationships to secure vital funding from individual donors. Using a data-informed approach to their work, this Manager will develop thoughtful and engaging fundraising campaigns and appeals, design an annual cultivation and stewardship plan as well as support the CEO and VP of Advancement around Major and Principal donors. This role will work across the organization to ensure that Good+Foundation's mission, impact and thought leadership is at the forefront of donor communications and interactions. The Individual Giving Manager should have exceptional communication and interpersonal skills, a high level of precision and organizational abilities, and be able to effectively engage a diverse group of stakeholders across the organization with ease.

## **PRIMARY RESPONSIBILITIES**

- Work with the Vice President of Advancement on individual giving strategy, to grow the individual giving portfolio and effectively steward donors throughout the year.
- Oversee the individual giving portfolio, with a focus on donors giving up to \$5,000 annually and support the CEO and VP of Advancement on the major and principal donor portfolio.
- Collaborate with the VP of Advancement to ensure thoughtful donor stewardship for donors at all levels following a stewardship matrix.
- Collaborate with the Advancement and Programs Teams to develop creative ideas for donor engagement through communications, events, and more.
- Develop key fundraising appeals, messaging and timeline(s) for individual giving campaigns, paying close attention to target audiences and organizational messaging.
- Act as liaison to and supports Good+ peer-to-peer fundraisers on their campaigns
- Steward online, recurring and individual donors to move them up the pipeline and increase contributions.
- Manage and track individual donor relations: communications, contacts, database, relationship cycle, visits, etc..

- Manage donor acknowledgement and tax receipt process including preparing, sending, and tracking acknowledgement letters and tax receipts to individual donors.
- Conduct research on current and prospective donors and prepare research and meeting briefings for the VP of Advancement and CEO and other Senior Leadership Team members, as appropriate.
- Manage the NY Friends group, including day-to-day communications, preparing agendas and recording minutes for meetings.
- Manage coordination and execution of quarterly board meetings, including preparing agenda and board packets, and mailing to board members.

### **ESSENTIAL REQUIREMENTS/EXPERIENCE**

- 3-5 years of professional experience.
- 1-2 years at nonprofit, preferred experience with individual fundraising—campaigns, individual giving, and annual appeals
- Superior writing skills
- Excellent presentation skills and a strong attention to detail
- Experience with donor database software - Salesforce preferred
- Excellent interpersonal and communication skills, capable of building and sustaining strong relationships with, donors, stakeholders, and other key organizational contacts

**Salary:** \$65,000 - \$70,000 a year annually, with a benefits package that includes fully covered health insurance, a 403(b) retirement plan with a 3% match after two years of employment, FSA and childcare spending accounts, as well as 14 paid holidays, 3 weeks paid personal and vacation time, and 6 sick days.

**Location & Schedule:** This is a hybrid position - the position will be onsite 3 days a week at our New York, NY office. Occasional evenings and weekends as needed.

**To Apply:** Please email your resume and cover letter to HR Manager, Eve Blane, [eve@goodplusfoundation.org](mailto:eve@goodplusfoundation.org).