



## **Title: Individual Giving Manager**

WE ACT is hiring an Individual Giving Manager to help us build our major donor and individual giving programs. This would include taking the lead on planning and executing the annual gala as well as other events including “friendraiser” gatherings hosted by Board members or other supporters. The Individual Giving Manager reports to the Director of Development, and will also work closely with the Executive Director and Deputy Director to develop and implement fundraising strategy.

The ideal candidate has 3-5 years of experience with donor cultivation and stewardship as well as fundraiser event planning. Over the past year, WE ACT has had success in growing individual donations and event sponsorships as a percentage of our budget. Our plans for organizational growth require us to continue to grow unrestricted donor funds rapidly. We expect to grow our Development team to increase fundraising capacity, but at the outset this position will require the ability to multitask an array of different projects. This will be a fast-paced and challenging job with room for growth.

### **Major Responsibilities**

Major Donor Cultivation: Researching major donors and supporting Executive staff in meetings with prospects and current donors that lead to successful major gifts.

Fundraising Strategy: Work with WE ACT leadership, Board, and Director of Development to create a fundraising calendar that includes events, mailings, and social media campaigns as well as major donor initiatives.

Event Planning/Coordination: Taking a lead role on planning and execution for the annual Gala. Includes cultivation and stewardship of individual attendees, nonprofit sponsors, and corporation.

Fundraising Communications: Developing personalized letters and emails as well as mailings, social media posts, etc.

Database Management: Help maintain the integrity of our donor database, including logging interactions with foundations and donors.

### **Qualifications**

- Three to five years of Development experience, including significant experience with events and individual donors.
- Ability to interact and build relationships with staff, Board members, donors, and community members.
- Experience with fundraising software, especially Raiser’s Edge.
- Strong written and verbal communication skills, including donor-centric writing across a range of media.
- Excellent critical thinking and strategic skills and the ability to work autonomously.
- Attention to details and the ability to meet deadlines in a fast-paced environment.
- Additional software skills, including Adobe InDesign, a plus.



### **WE ACT for Environmental Justice**

WE ACT's mission is to build healthy communities by ensuring that people of color and/or low income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices.

### **Compensation and Hours**

This is a full-time position, with some evening or weekend work schedules based on need. Occasional travel may be required, including to WE ACT's Washington DC office. The anticipated annual salary is \$58,500 and includes paid vacation and health benefits. We especially encourage people of color, queer, trans and gender non-conforming people, and people directly impacted by criminalization and other systems of oppression to apply.

### **How to Apply**

Please email your cover letter and resume to our Director of Administration and Human Resources Evelyn Joseph at [evelyn@weact.org](mailto:evelyn@weact.org). Please note phone calls will not be accepted.