



INDIVIDUAL GIVING MANAGER

West Harlem Environmental Action Inc. a/k/a WE ACT For Environmental Justice is a membership, community-based, non-profit advocacy organization based in Northern Manhattan w/a federal policy office in Washington, D.C. WE ACT is an acknowledged leader in the environmental justice field, and is an effective contributor to environmental, energy, climate, and environmental health policy at the local, state, and federal levels. WE ACT achieves its mission by organizing the most affected people of color and low income to engage in environmental decision-making that helps to build healthy and sustainable communities. In the summer of 2012, WE ACT opened a Washington, D.C. based policy office to focus on federal environmental issues.

WE ACT is hiring an Individual Giving Manager to help us build our major donor and individual giving programs. WE ACT has had significant growth in our donor base in recent years, and this new position will ensure that we retain these donors and continue to grow the constituency of grassroots and major donors who support our advocacy efforts, direct service programs, and community organizing. This position has the potential to grow as we expand our donor base and our individual giving strategy. WE ACT is in the early stages of a capital campaign to establish an Environmental Justice Center in Harlem, and we are in the process of growing our events calendar to engage more current and potential supporters. In addition to playing an important role in both of these aspects of our fundraising, the Individual Giving Manager will help coordinate interactions between donors and key staff, and maintain a calendar of communications to keep donors updated and feeling connected as stakeholders to WE ACT's work and impact.

The ideal candidate has prior full-time experience in a Development Department; preferably 3-5 years of experience with donor cultivation and stewardship. This is a full-time position, with some evening or weekend work based on need. Occasional travel may be required, including to WE ACT's Washington D.C. office. This position will report to the Director of Development.

PRINCIPAL RESPONSIBILITIES

- **Donor Cultivation and Stewardship:** Work with Development team members and organizational leadership to maintain strong ties with our donor base.
- **Donor Prospecting:** Conduct research on current and potential donors, in order to guide a tailored stewardship/cultivation plan.



- **Fundraising Communications:** Work with our Development Writer and WE ACT program team members to keep donors up to date and engaged with their preferred aspects of our work.
- **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.
- **Database Management:** Help maintain the integrity of our donor database, including logging interactions with foundations and donors.
- **Fundraising Analysis:** Analyze and report on individual giving trends, making recommendations for program improvements.
- **Gift Management:** Ensure the timely and accurate tracking of individual giving activity, including donations, pledges, gift agreements, tax receipts, acknowledgments etc.
- **Event Support:** Collaborate with the rest of the Development team on fundraising and cultivation events to ensure a high-quality experience for attendees and advance our relationship with donors.

REQUIREMENTS

- Three to five years (3-5 years) of Development experience, including experience prospecting and/or interacting with donors.
- Ability to interact and build relationships with donors as well as team, Board, and community members.
- Ability to work autonomously but also be a strong collaborator and team player.
- Experience with fundraising software, especially prospect research and CRM software (our Development team uses Raiser's Edge).
- Strong written and verbal communication skills, including donor-centric writing across a range of media.
- Attention to details, and the ability to meet deadlines in a fast-paced environment.
- A strong understanding of and commitment to the mission of an environmental justice organization will be essential to success in this role.

COMPENSATION & BENEFITS

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$75,000-\$85,000 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive healthcare (medical, dental, vision), flexible spending accounts, life insurance, pre-tax transit program, retirement programs, and paid holidays and vacation, along w/onsite



HR support. WE ACT has a hybrid work policy based on your supervisor and organizational needs. All staff are required to be fully vaccinated.

HOW TO APPLY

Please email your cover letter, resume, and three references to our Director of Human Resources David Stewart Hudson at David.Hudson@weact.org, with 'Individual Gift Manager' in the subject line. Submission in a combined PDF or Microsoft Word file is preferred. This position is open until filled and applications will be reviewed on a rolling basis. Please note that phone calls will not be accepted.

OUR COMMITMENT TO DIVERSITY, EQUITY & INCLUSION

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, reentry and LGBTQ+ communities. If you've read this job description, are excited by it, and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email David Stewart Hudson at david.hudson@weact.org.