

Archdiocese of New York
Inner-City Scholarship Fund
Senior Manager, Individual Giving

Overview/Purpose:

The Senior Manager, Individual Giving plays an integral role in implementing the development strategy of the Executive Director and Director of Development, including managing Development Associates and Managers.

Reports to: Director of Development

Work Location: 1011 First Avenue, New York, NY 10022

Responsibilities:

- Support the Executive Director and Director of Development by working with internal and external constituents to leverage key relationships and contacts within and outside the Archdiocese of New York to achieve fundraising and program goals.
- Manage a donor portfolio and track performance
- Establish and meet short and long-term fundraising goals
- Manage internal members of the Development Department, including Managers and Development Associates
- Support Directors on strategic initiatives to advance the fundraising results of the organization
- Produce development materials to donors and non-donors, including proposals, acknowledgments, mailings, and emails
- Responsible for donor tracking, cultivation, and solicitations as well as stewardship efforts, including prospect research and data collection
- Oversee donor acknowledgment process, ensuring timely execution and upholding donor stewardship procedures
- Work closely with the Data Manager on the proper entry of donor gifts and donor acknowledgments in Raiser's Edge
- Provide oversight of volunteer groups such as Junior Board and Learning to Look
- Plan and implement events as needed
- Perform other related duties and help with special projects, as needed

Education, Experience, and Skills:

- Bachelor's degree
- Experience: Three to six years of non-profit fundraising experience
- Excellent writing and communication skills
- Detailed, organized, and priority oriented.
- Experience in a professional office environment
- Familiarity with web research
- Proficient in Microsoft Word and Excel, Raiser's Edge, and PowerPoint a plus
- Intelligent, articulate, highly motivated self-starter with strong interpersonal skills
- Ability to relate effectively with management, peers, donors, volunteers, and others
- Ability to prioritize tasks effectively
- Ability to carry out multiple and diverse tasks concurrently in a busy environment
- Strong time management skills
- Team player who seeks out opportunities to advance the organization
- Excellent communication and computer skills.

Compensation range for this position is: \$80,000 - \$90,000 annually