

FR1ENDS of the CH1LDREN

**Celebrating 20 Years of
Generational Change**

Boston

Individual Giving Manager December 2023

Combine your fundraising skills with Friends of the Children-Boston's impact, and make a permanent difference in the lives of children.

As Friends Boston launches its 5-year, \$20 Million growth plan, it needs to add creative, energetic fundraising professionals like you to the team! Become Friends-Boston's next **Individual Giving Manager**. Friends-Boston makes a one child, one friend, 12 year commitment to the most at-risk children in the Boston area. Friends-Boston partners with area schools and agencies to identify children facing multiple systemic obstacles at kindergarten. Friends-Boston then pairs children, "Achievers," with professional mentors, "Friends," to provide support, friendship, and a "no matter what" commitment through high school. Philanthropist Mackenzie Scott recently recognized Friends with a \$2.4 million dollar gift. Skilled fundraisers know that even such a substantial gift and endorsement of the Friends' model can only be the beginning of a comprehensive fundraising campaign.

The **Individual Giving Manager** is a new position, reporting directly to Friends' longtime Director of Development and working closely with Friends' Executive Director. The Individual Giving Manager will bring to this position a demonstrated understanding of annual giving, experience cultivating and stewarding individual gifts, and a strategic eye for growth.

This position is right for you if:

- You can successfully partner with the fundraising team, the Friends program team, board members, and high net worth individuals, all while recognizing the immense gifts of each Achiever and their enormous potential.
- You have successfully contributed to an annual appeal reaching 500 or more active donors, and you are ready to roll up your sleeves to draft appeals, have coffee with a donor, ask for a gift of \$1,000+, organize the strategy and logistics that ensures new donors are continually cultivated and existing donors feel recognized and thanked.
- You are as comfortable maintaining excellent donor records as you are with planning an excellent event.

- You enjoy writing and speaking about a critical mission, as well as contributing to the day-to-day logistics of an organization where children play and learn each day.
- You can “manage up,” supporting the Executive Director and Development Director in identifying and maintaining authentic relationships with prospective and existing funders amidst multiple competing priorities.
- You have a great sense of humor, patience, humility, demonstrated cultural competence, and the energy to help launch Friends-Boston’s next decade.

These qualifications will help you succeed as Individual Giving Manager:

Keep in mind that Friends-Boston exists to identify and nourish individuals’ potential. You may have the potential to succeed in this job, even if you do not meet every qualification. But please let us know in a thoughtful cover letter whether you can demonstrate that:

- You have a mix of education and experience that permits you to deliver a donor engagement, prospect identification, and moves management plan that will help the Development Department achieve our 5-Year, \$20 million growth plan.
- You have solicited and received individual gifts for a mission-based organization, ideally for \$1500 or more (our current average gift).
- You have written annual appeal materials; thoughtful donor proposals, reports, and thank you letters; and other supporting communications.
- You are tech savvy, comfortable with maintaining the donor database and extracting the information you or the leadership needs.
- You recognize that this work requires the occasional night or weekend commitment, and you can travel to meetings reliably across the Greater Boston area.
- You operate with the highest level of integrity and professionalism, respecting each Achiever’s journey and each donor’s privacy, permitting your teammates to bring their whole selves to their work.

Salary and Benefits:

Friends-Boston is committed to providing a competitive salary and benefits with opportunities for continued professional growth. The salary range is estimated to be \$72,000-\$82,000.

Friends-Boston offers generous PTO (22 days), holidays (13.5), and health, dental, and a 401k.

To Apply:

Please submit a resume and cover letter in PDF format to our search consultant, Carolyn O’Brien Consulting, LLC at this [link](#). We are grateful for your interest in Friends-Boston and our proven model for breaking the generational cycle of poverty and trauma.

Friends of the Children–Boston is committed to our community, equal employment opportunity, and diversity in our workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. www.friendsboston.org.