

## **Manager of Individual Giving Tech Goes Home**

Tech Goes Home (TGH) is a nonprofit dedicated to addressing the digital inequities that pose a significant barrier to opportunity and success for thousands of students, workers, and families across Massachusetts. We bring computers, internet, and training to those without so students can do homework, adults can find jobs and manage finances, seniors can connect with loved ones, and all can lead healthier lives.

In the past five years alone, 21,000 learners have graduated from TGH programs, and we have distributed more than 15,000 new computers in communities across Eastern Massachusetts. The coronavirus pandemic along with the growing national consciousness of systematic racism has substantially increased awareness of the digital inequities that low income households face as many of our school, employment, healthcare and civic programs have moved to virtual platforms. The increase in awareness has triggered substantial growth in funding interest and commitments, positioning TGH for rapid expansion geographically across the Commonwealth with an eye toward national expansion. See an example [here](#).

TGH currently has a \$7M annual budget, made up of 50% government funding and 50% mix of corporate, foundation, and individual donors. Within the private philanthropic sector, the individual giving segment currently holds enormous potential for the organization as it has been largely untapped to date. TGH seeks an experienced, energetic, creative professional who is excited to help build and grow a formal individual donor program to further TGH's goals of impacting more learners in more geographies.

### **The Opportunity**

The Individual Giving Manager is responsible for working with the Advancement team to grow our leadership program (donors who give \$1,000+ annually), assist in executing TGH's major gift strategy, and help develop and implement the organization's evolving donor relations strategy. We seek candidates who bring their experiences and creativity to manage donor-facing programs. A successful candidate will have in-depth knowledge of the non-profit sector, understand the cycle of donor cultivation, solicitation and stewardship, have experience in building and managing a donor plan, and will be comfortable and confident with face-to-face solicitations of \$1,000+.

The Individual Giving Manager will work closely with donors, volunteer committees and staff members to raise nearly \$400,000 annually in the near-term while establishing the building blocks to significantly increase this number in time. They will also manage a targeted portfolio of donors requiring front-facing solicitations. S/he/they will have excellent verbal and writing skills, and will simultaneously be excited by and responsible for the many details of project management to effectively execute on donor and prospect communications, events, volunteer coordination, donor acknowledgement and gift processing.

The Manager will actively engage in the cultivation and solicitation of a portfolio of high-net-worth individuals through innovative outreach, personal visits and other meaningful interactions. S/he/they will work with other members of the Advancement team on the implementation of systems and processes to encourage and monitor fundraising activities. This position currently reports directly to the Chief Advancement Officer who will provide guidance and coaching to support the growth and success of the candidate. The Manager will also work very closely with all members of the Advancement and larger TGH teams.

With very rigorous fundraising goals, and an open mind about how to reach them, Tech Goes Home offers a tremendous opportunity for a motivated fundraiser.

## **Key Responsibilities**

### Individual Giving

- Partner with the Chief Advancement Officer and other members of the Senior Leadership Team to achieve fundraising goals, increase levels of philanthropic support, and cultivate new donors through meaningful interaction
- Implement a strong system of prospect management to guide the engagement and solicitation of annual fund donors
- Oversee the strategies and tactics necessary for building a successful leadership giving program
- Work with the Chief Advancement Officer and other members of the Leadership team to identify and cultivate leaders who may be prospects for Board engagement and potential major gift donors
- Be informed about the individual donor communities in the markets in which TGH serves learners, as well as national funders who have shown interest in working toward a more equitable future
- Help develop a volunteer leadership giving committee to support stewarding current donors and develop relationships with potential new donors who may be prospects for Board engagement

### Donor Relations & Stewardship

- Assist in the development and ongoing improvement of donor stewardship and recognition programs and practices with the Advancement team, overseeing the implementation with major donors
- Actively solicit feedback from donors on their interests and track this information utilizing the Salesforce database
- Use creativity in developing new strategies based on data trends related to donor interests and bring that feedback to the organization to work into current strategies
- Communicate regularly to supporters about the impact of their contributions and continually work to find new and interesting ways to do this to engage as many donors as possible
- Represent TGH at public speaking engagements when required

### Operational and Fiscal Integrity

- Ensure that leadership and major gifts are evaluated, and that recommendations are developed and implemented
- Develop and upkeep donor prospecting plan and moves management strategy that is integrated into database system

- Track donor movement, significant activities, financial projections, and donor information in Salesforce CRM, as it relates to the portfolio

## **Qualifications & Experience**

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 5+ years professional experience in development, stewardship, advancement services or related field
- Proficient (or highly adaptable) in using Salesforce CRM or similar donor database software as well as Google Office Suite
- Previous experience interacting with high-net-worth individuals
- Proficiency in prioritizing and managing multiple, diverse and on-going projects
- Good interpersonal skills and ability to appropriately manage sensitive and confidential information
- Strong presentation and communication skills, as well as the ability to serve as an effective ambassador for TGH
- Ability to report fundraising progress and outcomes in a timely manner to senior leadership
- Excellent writing skills, time management, project management and organizational skills with a strong attention to detail
- Deep commitment to racial equity and inclusion, and a recognition of the ways that racial inequity and social injustice underpin and perpetuate the digital divide
- Ability and willingness to occasionally work evenings or weekends for events, donor meetings, etc.

## **Compensation & Benefits**

This is an outstanding opportunity to expand TGH's mission focused work into new communities. Salary will be commensurate with all relevant experience, professional and otherwise, and the range for this position is \$70,000-\$75,000. Comprehensive benefits include health, dental, and vision insurance, flexible spending accounts, paid parental leave, retirement savings, vacation, STD/LTD/Life Insurance, and paid professional development. [Click here to learn more about benefits.](#)

## **Making the Decision to Apply**

Please provide a cover letter, along with your resume. Applications without a cover letter will not be considered. We will review and respond to all applications received. While subject to change, candidates elected to advance can expect a process inclusive of initial conversations with TGH's human resources team, followed by at least one interview with members of the Advancement team. A few finalists will have

an interview day with other staff and leadership at TGH followed by a holistic reference check process. Anticipated start date is Fall 2023.

At this time, all TGH staff are working hybrid remotely, with assistance for the resources needed to do so. With consideration and proof of vaccination, employees currently work a flexible on-site schedule each week. Many aspects of this specific role require in person gatherings and meetings. This position requires the candidate to be in our Boston office at least once per week. TGH is in an attractive shared workspace close to Back Bay Station. Candidates from the Greater Boston area are preferred.

To apply to this position, please prepare a resume and cover letter and apply in the application portal.

*TGH is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. TGH is committed to building a diverse staff and strongly encourages women and people of color to apply.*