



TITLE: Individual Giving Program Manager
STATUS: Non-exempt, Full Time Employee (40 hours a week), hybrid
REPORTS TO: Chief Development and Communications Officer
SALARY: \$70,000 - \$80,000 annually

Individual Giving Program Manager

Trinity Boston Connects (TBC), a respected social justice nonprofit, is seeking an Individual Giving Program Manager to join this dynamic community change organization. The mission of Trinity Boston Connects is to heal the traumatic impact of systemic racism on youth of color in Boston and create a more equitable city in which they can thrive. We are looking for an individual who believes passionately in this mission and understands the necessity to address systemic racism from multiple angles, both personally and professionally.

If you are interested in working on a team that “walks-the-walk” and are seeking an opportunity to deepen and amplify the impact of our organization in the city of Boston for years to come, then please consider the following detailed description and apply!

The Organization

TBC believes that healing the traumatic impact of systemic racism cannot take place without programmatic interventions that integrate three Community Practices: Trauma Inclusion, Restorative Justice, and Racial Equity. The integration of these practices forms the basis of our three healing pathways and their programming: Youth Development and Leadership (*Trinity Education for Excellence Program, Sole Train: Boston Runs Together*), Clinical Care (*Trinity Boston Counseling Center, Trinity@McCormack*), and Organizational Change (*Organizational Equity Practice*) serving youth, youth workers and other youth-serving organizations throughout the City of Boston. Through these healing pathways and programs, we directly serve 1000+ youth of color, 240+ youth workers, and 600+ leaders from 40+ youth serving organizations in Boston.

TBC has a staff of 21 and an annual budget of nearly \$3 million. TBC is led by a Black woman with a staff that is majority of color. Our revenue sources are divided equally between grants from foundations and institutions, charitable contributions from individuals, corporations and fundraising events, and a combination of institutional support and revenue from contracts designated for social justice work. An independent 22-member Board of Directors governs TBC.

The Moment

TBC's strategic plan is aimed at achieving deeper and broader impact in the community through clearer focus and increased integration of our offerings. Over the next year, TBC will complete the implementation of this strategy with the aim of better, more holistic support for the youth and organizations that we serve.

The Position

The Individual Giving Program Manager is an experienced professional working to support and expand the development efforts of Trinity Boston Connects. The Individual Giving Program Manager is responsible for nurturing and growing a diversified individual donor portfolio, including major gifts and event sponsorships. This will involve forecasting and budget management, and project management of fundraising initiatives to achieve multi-year goals. With an individual giving program goal of securing \$1M of TBC's annual \$3.0M budget, the candidate will create and execute strategies to identify, research, cultivate, solicit and steward current and prospective individual and corporate donors and event sponsors.

The Individual Giving Program Manager reports directly to the Chief Development and Communications Officer as a member of a dynamic team. Interfaces with the Executive Director and members of TBC's Board of Directors to achieve individual giving program goals. The candidate will take a hands-on approach to building collaborative relationships with program Directors and staff, the Finance team, and individual donors. Ongoing learning to create consistent, current program narratives, impact reports, and external communications in collaboration with members of the Development and Communications, Leadership, and Executive teams is essential to success. This is a full-time exempt position.

RESPONSIBILITIES

1. Individual Donor Portfolio Strategy

- Build and implement effective individual program fundraising strategies to engage, renew and acquire funders at all levels through partnership cultivation, customized engagement, and strategic relationship building.
- Expand the current Individual Giving pipeline, with a focus on developing a more robust Major Donor portfolio.
- Propose, plan, and execute effective fundraising strategies for the annual giving program and the major gifts program.
- Refresh stewardship and solicitation approaches to support donor retention.
- Develop major gifts new donor acquisition strategy, expand identification and cultivation methods, and engage the Executive Director in its implementation to meet portfolio and revenue goals.
- Build out planned giving and endowment strategies and implementation plans.
- Develop concise, impactful donor requests on a timely basis.
- Actively embrace TBC's mission and work closely with program leadership to articulate its value to a diverse community in an authentic and meaningful way in donor proposals, news stories, and donor conversations.
- Help develop inclusive, equitable, anti-racist individual giving fundraising practices that can serve as a model for other nonprofit organizations.

2. Individual Donor Portfolio Management

- Develop a multi-year individual giving program with a well-balanced donor portfolio that undergirds the financial sustainability of the organization and each of its programs.
- Develop effective portfolio measures.
- Maintain a transparent individual donor pipeline reporting and forecasting mechanism. Advance and steward current and prospective individual donors through an effective and efficient moves management process.
- Develop and manage a mission- and value-driven strategy for building mutually beneficial partnerships with individual donors, including volunteer engagement and event participation.
- Maintain authentic relationships across the TBC donor community, managing a portfolio of over 600 donors and prospects.
- Ensure timely, meaningful correspondence and acknowledgement for all individual gifts.
- Maintain compliance with all applicable laws and regulations.

3. Individual Giving Program Management

- Manage a Major Gifts program with a focus on identifying and securing major gifts over \$25K, including six-figure gifts.
- Manage the Annual Fund Campaign working closely with the Development and Communication and Finance teams.
- Collaborate closely with the Executive Director and BOD to secure individual sponsors for the annual Bostonians for Youth gala.
- Work with the program team to secure individual sponsorships for the Sole Train 5K community event.
- Structure and implement an intentional planned giving and endowment request program.
- Effectively communicate goals, outcomes, and successes to all stakeholders.
- Collaborating with the Director of Development and Communications consultant, develop and implement a strategic communications plan for individual giving. Collaborate in producing collateral, materials, and multi-media updates to maximize visibility for fundraising initiatives and campaigns, and strategic individual partnerships.
- Actively engage and energize staff, volunteers, and BOD members in achieving individual fundraising goals.
- Work collaboratively with, and within, a diverse, high-performing development team.

4. Operations and Raiser's Edge Management System

- Strategically maintain accurate information and manage the Raiser's Edge system to support effective, efficient, and continually improving individual giving operations, strengthening donor engagement and fundraising.
- Manage the use of the Raiser's Edge Database to improve fundraising success rates and optimal donor responsiveness while ensuring IRS compliance.
- Enhance the use of Raiser's Edge by helping to develop processes, policies, and training to cultivate ongoing learning and a broad knowledge base throughout the development department.
- Collaborate with Trinity Church staff and TBC's Finance team to optimize TBC's use of Raiser's Edge.

- Develop and maintain a system of reports using a combination of platforms such as Raiser's Edge, Excel, and Monday.com, to provide ongoing performance tracking and portfolio analysis in support of achieving individual giving goals.
- Effectively use Monday.com as a project management tool.

QUALIFICATIONS

- 4-6+ years of individual donor and major gifts fundraising experience.
- Professional experience and demonstrated success in managing an individual giving program and fundraising campaigns.
- Demonstrated success in donor acquisition and management for all levels of giving, especially major gifts, including six-figure gifts.
- Demonstrated effectiveness in utilizing a donor system, Raiser's Edge a plus.
- Bachelor's degree required or Master's a plus.
- Highly organized with strong project management and meeting facilitation skills.
- Excellent written and oral communications skills (writing/editing, professional phone manner)
- Strong research and analytical skills
- Ability to develop strong relationships with people from a wide range of backgrounds.
- Ability to maintain composure under pressure, to prioritize among competing needs.
- Demonstrated commitment to social justice with the ability to talk about systemic racism and oppression especially within the context of TBC's mission.
- Knowledge of social emotional learning skills and community practices of racial equity, restorative justice, and trauma-informed care.
- Knowledge of youth development and leadership, clinical care, and organizational change programming.
- Willingness to volunteer in on-the-ground programming and events.
- Self-directed, professional, and resourceful style, the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects.

TECHNOLOGICAL QUALIFICATIONS

- Experience and proficiency with Raiser's Edge as a donor management system ideally.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, SharePoint, Teams).
- Proficiency in program management tools such as Monday.com
- Proficiency in working across social media platforms (especially Facebook, Instagram, Twitter, and LinkedIn) a plus.

TO APPLY:

Please email a resume and cover letter to our Chief Development and Communications Officer, Sheila Peterson, at Speterson@trinityconnects.org. *Please use the position title in the subject line.* **Applications that are missing a resume or cover letter may not be considered.**

TBC is an equal opportunity employer and is committed to building a culturally diverse team and strongly encourages applications from a wide range of backgrounds, especially people of color.