



Individual Giving Officer

Silent Spring Institute is a mission-driven, non-profit, scientific research organization dedicated to uncovering the environmental causes of breast cancer. Based in Newton, Massachusetts, our independent research is empowering a revolution in environmental health to prevent cancers by reducing people's exposure to harmful chemicals where they live, work, and play.

We are looking for an experienced fundraising professional eager to work in a collegial environment to help propel the organization's fundraising to the next level. Reporting to the Director of Development, the Individual Giving Officer will be a key part of a small, hard-working team with exposure to all aspects of the organization's work.

The Individual Giving Officer will be responsible for engaging with all of our donors, with a focus on those in our mid-level giving society—called the Rachel Carson Society—with the goals of gaining member loyalty, growing the donor universe, and increasing revenue. Due to the nature of our small development team, the person filling this position must be comfortable wearing many hats and chipping in where needed including assisting with seasonal appeals, events, and general fundraising efforts to support Silent Spring's mission.

If you have experience in donor relations, have a track record of bringing in new and increased gifts, are a problem solver with great customer-service skills, and have a passion for our mission, we want to meet you!

Responsibilities

- Utilize “Moves Management” (Identification, Qualification, Cultivation, Solicitation, and Stewardship) to retain Rachel Carson Society members and to grow the overall number of members year over year.
- Manage a portfolio of donors, which will include creating and implementing a comprehensive cultivation and stewardship plan for these donors and providing personalized outreach to top-tier donors via phone and email.
- Provide thoughtful data-based analysis and reports on donor retention, trends and other items to help with fundraising strategies.
- Drive efforts to increase annual giving by understanding our donors, their interests, trends, and by accessing new and creative channels.
- Maintain accuracy of donor records in Little Green Light database, including actions and reminders based on phone and email contacts; review and prepare mail merge emails and mailing lists for Society members.
- Misc Administrative duties including establishing proficiency in Little Green Light database and filling in for and assisting our administrative assistant/database manager on development related tasks during vacations and busy times.
- As a part of a small administrative team, there will be miscellaneous duties assigned as needed to support the Development office functions including, but not limited to, making follow-up phone

calls during appeals, writing thank you notes, etc. This is an all-hands-on-deck team and we appreciate flexibility!

Qualifications and experience

- Three to five years of comparable and relevant experience with a strong background in development or equivalent experience – sales, relationship/portfolio management, etc
- Experience advising and growing the number of donors/clients and revenue from a dedicated portfolio.
- Strong writing and communication skills, including comfort with proactively contacting donors by telephone.
- Proficiency with Excel and customer/donor database software. Little Green Light experience a plus!
- Strong organizational skills, and the ability to handle multiple tasks and deadlines. Must be reliable and hyper-attentive to detail.
- Knowledge and experience in a range of fundraising/sales techniques, particularly identifying, cultivating, originating and expanding new relationships.
- Ability to work independently and as part of a team, with flexibility, self-confidence, tenacity, and a sense of humor. Also, be willing to reach out for help and support when needed.
- Positive attitude, concern for people and community, common sense and good listening skills.

Salary and Benefits:

- This position is full-time, hybrid, with 2-3 days onsite required in Newton, Massachusetts, near highways and public transit.
- Salary range is \$65,000 - \$75,000 for applicants with all of the experience necessary, commensurate with level of experience.
- Generous benefits including health and dental insurance plans, four weeks of vacation, two personal days and 12 holidays each year.
- Free on-site parking and public transportation vouchers.
- Our hours are generally EST business hours. However, we offer and require flexibility on work hours, including the need to work some evenings and weekends.
- Work with a collegial and inspiring team that values and respects your contributions to our success!

To Apply:

- Please send a thoughtful cover letter, writing sample, and resume to careers@silentspring.org.
- Three recent professional references will be required upon request.
- A test of competence will be administered prior to making an offer.

Covid 19 safety and Silent Spring Institute:

- Silent Spring policy requires our staff to be fully vaccinated and up-to-date as defined by the CDC. Current CDC recommendations are shown here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>. Silent Spring will amend these requirements as the CDC's recommendations evolve. Please be prepared to show proof of vaccination, including the bivalent booster.