



Job Description / Announcement

POSITION: Assistant Director of Major Gifts and Planned Giving

REPORTS TO: Chief Development Officer

LOCATION: New York Headquarters

Background: Girls Incorporated® is a nonprofit organization that inspires all girls to be strong, smart, and boldSM. With local roots dating to 1864 and national status since 1945, Girls Inc. has responded to the changing needs of girls and their communities through research-based programs and advocacy that empower girls to reach their full potential and to understand, value, and assert their rights. In 2006, Girls Inc. reached over 800,000 girls through Girls Inc. affiliates, our website, and educational products. Guided by our vision of empowered girls and an equitable society, Girls Inc. is committed to reaching millions more girls through its programs and public education efforts.

Departmental Role: To raise funds to support the work and mission of Girls Inc.

Summary: Assists the Chief Development Officer in managing the Major Gifts and Planned Giving program. Cultivates and solicits high level prospects. Manages a portfolio of all donors ranging from \$500 to \$5,000, with an emphasis on increasing donors to major gift levels. Manages direct mail program and annual fund, as well as Donna Brace Ogilvie Society and Directors Circle. Identifies and crafts proposals geared toward family foundations that make unrestricted gifts.

RESPONSIBILITIES:

Planning/Goal setting: Monitor, analyze and report on Girls Inc. major gift program (gifts in the range of \$1,000 to \$5,000 with goal to increase their support). Work with Chief Development Officer to develop plans for upgrading donors to the major gift level.

Prospect Identification and Cultivation: Develop list of prospective donors and a system for screening and evaluating prospects. Plan and implement cultivation events with the Special Events Department.

Solicitation and Appeals: Work with Chief Development Officer to create appropriate strategies, tailored for each level of contributors, and carry out face-to-face cultivation and solicitation. Coordinate development of creative packages, solicitations and fundraising appeals to various affinity groups in a timely manner. Organize and oversee the implementation of annual fund solicitation of individuals and family foundations. Oversee Donna Brace Ogilvie Society and Directors Circle. Create benefits package for major donors.

Affinity Groups: Manage and monitor all affinity group and major gift pledges. Coordinates acknowledgment process with Individual Giving Assistant and assure that they are sent promptly to donors. Oversees pledges and works to assure that reminders are sent in a timely fashion. Plan and implement donor appreciation recognition events with the Special Events department. Recruit, organize, train, motivate, and support volunteers to raise funds from individuals; monitor and support their progress.

Writing/Correspondence: Ensures that all major donor correspondence is maintained.

Supervision: Manage the day-to-day workload of Individual Giving Assistant.

Stewardship: Energizes individual giving program by increasing personal interactions with donors through phone, mail/e-mail, and intimate cultivation events; tracks solicitation process and relationships in Raiser's Edge.

Information Management: Works with Database Administrator to collect, record and maintain accurate donor information maintained in the Raiser's Edge database system and to create applicable reports.

New Business Development: Helps to develop and coordinate additional affinity groups including professional women's association and young Assistants program. Create a marketing program for matching gifts and securities. Begin to lay groundwork for online giving program.

Team Work: Work with the CDO on special assignments. Implement activities in support of other fundraising initiatives as deemed appropriate.

QUALIFICATIONS:

BA / BS required, plus a minimum of three years of organizational fund development experience

Excellent planning and organizing skills; ability to manage multiple tasks efficiently

Results oriented with demonstrated capacity to adapt to changing conditions

Skilled abilities to write reports, business correspondence and procedural manuals; clerical accuracy

Teamwork; able to initiate action as well as contribute to team-directed goals and objectives

Strong, interpersonal skills

Proficient with MS Office products and fundraising database systems

Commitment to gender equity and the mission of Girls Incorporated

HOW TO APPLY:

Competitive salary and benefits package. Qualified candidates should send resume with cover letter and salary range/requirements to:

Girls Inc.
ATTN: "Major Gifts"
120 Wall Street, 3rd floor
New York, NY 10005
Or email (preferred) to: jobs@girlsinc.org

No calls, please.

AN EQUAL OPPORTUNITY EMPLOYER