

JOB DESCRIPTION

TITLE: Individual Donor Manager
SUPERVISOR: Director of Development & Communications
DATE: June 22, 2009
LOCATION: Washington, D.C.

Survivor Corps helps survivors of war become leaders for positive and peaceful change, rebuilding their lives and communities to break cycles of violence. Survivor Corps believes that those who survive war are most invested in building peace. In line with that core belief, Survivor Corps programs are survivor-centered and locally staffed. We work on three levels: **recovery** of individual survivors; **rebuilding** of communities; and **reforming** policies and practices that affect survivors' lives.

JOB SUMMARY:

The Individual Donor Manager manages the cultivation, solicitation, and stewardship of *all* individual donors through creative and detail-oriented efforts that support the overall mission of Survivor Corps.

- **Major donor outreach and growth:** Work closely with the Executive Director and the Director of Development and Communications to cultivate existing and new major donors. Support Survivor Corps' expanding programs by growing the major donor portfolio through upgrading current donors and soliciting major donor prospects. Coordinate with Board members, departmental staff, and key volunteers to plan dinners, receptions, and other special events for major donors, major donor prospects, and other supporters.
- **Prospect research and data analysis:** For successful individual donor outreach and growth, provide ongoing analysis of Survivor Corps' appeal to donors, giving trends, and the needs of the organization. Work with departmental staff to identify funding needs as well as outreach opportunities. Conduct wide-ranging and creative research to identify likely prospects.
- **Managing donor relationships and records:** Ensure that all communications with donors are appropriately personalized. Use and improve current systems and implement new systems as needed for ongoing contact with donors and for capturing institutional knowledge.
- **Event coordination:** Coordinate events with Board members, volunteers, and Survivor Corps staff that are designed to raise funds and raise the profile of the organization. Responsibilities may include everything related to event planning, such as finding the venue, managing the invitation list, securing vendors, etc. Ensure contact lists from each event are captured and recorded in the database.

This position may supervise one or more assistant level staff, as required.

DUTIES AND RESPONSIBILITIES:

Major Donor Portfolio

- Prepares Executive Director for cultivation of major donors and major donor prospects through research, developing strategy memos, networking and drafting solicitations.
- Ensures appropriate and timely follow-up actions take place for each level of donor.
- Analyzes portfolio performance to identify donors to upgrade, identifies areas for improvement and areas of opportunity.
- Assists in preparing analytical reports for the Board of Directors, Executive Director, Chief Operating Officer, and Finance Director.

- Collaborate with Communications staff to develop proper outreach materials such as brochures, annual reports, program one-pagers, etc. to share with major donors.

Membership Portfolio

- Direct efforts of membership retention and direct response fundraising programs to achieve desired donor base and net revenue goals.
- Manage list rental and exchange program to ensure cost-effective identification of prospective members and enhancement of current member experience.
- Develop creative and segmentation strategies designed to increase member participation.
- In coordination with Communications staff, oversee brand identity in direct marketing initiatives.
- Manage staff, consultants and vendors to ensure timely execution of programs.
- Track and analyze acquisition and renewal campaign results.
- Prepare and manage budgets, monthly income reports, and cost analyses.
- Create acknowledgement letter copy for donor mailings.
- Other responsibilities as assigned.

ENTRANCE REQUIREMENTS:

1. Bachelor's degree in related field and at least two years of relevant experience.
2. Able to both initiate and participate in projects that require navigating a wide network of stakeholders diplomatically and efficiently.
3. Good judgment and the ability to synthesize large amounts of information into concrete and actionable results.
4. Experience in a role requiring collaboration within an organization, as well as a demonstrated ability to work with efficiency and diplomacy, both individually and as part of a team effort.
5. Excellent verbal/written communication skills and ability to juggle multiple and competing tasks and demands.
6. Experience establishing organizational systems to improve efficiency and functioning in a changing environment.
7. Demonstrated proficiency with word processing, spreadsheet and presentation programs; familiarity with database management and membership systems, Raiser's Edge experience preferred.
8. Positive attitude and sense of humor a must.

PLEASE SEND COVER LETTER AND RESUME TO THE FOLLOWING ADDRESS:

Survivor Corps
Attn: Dev/Indnor
2100 M Street, NW #302
Washington, DC 20037
Employment@survivorcorps.org

SURVIVOR CORPS IS AN EQUAL OPPORTUNITY EMPLOYER