



A resource for skilled immigrants.
An opportunity for America.

Position Description

Title: Manager of Individual Giving

Location: New York, San Francisco or Chicago (Hybrid work schedule)

Department: Development

Reports to: Director of Individual Giving

Revised: December 2021

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets, and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

The Manager of Individual Giving serves as a key member of the Development team and will be making strategic decisions that help drive forward UpGlo's efforts to raise unrestricted donations from low to mid-level individual donors. Reporting to the Director of Individual Giving, the Manager of Individual Giving will support donor prospecting, cultivation, solicitation and stewardship, through virtual events and (eventually) in-person engagement. The Manager is responsible for developing messaging for the growth of our general donor program, our monthly giving program and our national Leadership Council, with primary focus on targeted growth of renewable annual gifts. This includes co-creating the strategy and leading the execution of two annual fundraising campaigns (in the Spring and during the end of year fundraising season), in addition to supporting the Director of Individual Giving with planning Upwardly Global's signature fundraising Gala.

With close support from the Director of Individual Giving, the Manager of Individual Giving will independently manage the national Leadership Council, a diverse group of professionals who donate their time, talent and resources in support of UpGlo's mission. Upwardly Global currently has five local Leadership Council chapters: New York, Chicago, Washington D.C., Seattle and San Francisco.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Essential Duties & Responsibilities

The ideal candidates are skilled at building relationships, facilitating both one-on-one and group meetings with donors, and take initiative to find creative ways to seek out donors and engage them in our mission.

- **Fundraising Campaigns**
 - Supporting Director of Individual Giving in implementation of two main fundraising campaigns (Spring & End of Year Fundraising Campaigns). For both campaigns, the Manager will oversee:
 - All project management related to email and social media marketing
 - Plan and execute End of Year Campaign Phonathon
 - Coordinate logistics for two direct mail projects
 - Support the team will launching campaign fundraising webpage(s) on Upwardly Global website
- **Individual Giving**
 - Supporting Director of Individual Giving in implementation of Ambassador program, including preparing for quarterly webinars and donor follow up
 - Manage engagement for the National Leadership Council
 - Grow the value and scale of Upwardly Global's monthly giving program
 - Conduct prospect research on all new donors, analyzing current donor portfolios and leveraging the iWave prospect research tool
- **Lead National Leadership Council Program**
 - Conduct initial vetting of potential Leadership Council candidates
 - Facilitate periodic orientations for new members
 - Onboarding new members and offboarding outgoing members
 - Create and maintain marketing collateral for the program
 - Manage KPI's
 - Support chairs with management of regional Leadership Councils, and attend regional Leadership Council meetings, as needed
- **Events**
 - Coordinate communication with Gala event sponsors, honorees, and speakers (requires strong list management skills)
 - Manage vendor relationships
 - Update electronic and print event marketing materials

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Knowledge and Skills Required

- Bachelor's degree required
- Ability to work independently, but also a collaborative team player
- 3-5 years experience in nonprofit fundraising
- Event management or coordination experience required
- Excellent communication skills, both written and oral
- Volunteer engagement or management preferred (ie. Knowledge of managing a Junior board)
- Database management experience (Salesforce, Raiser's Edge, etc.)
- Development communications experience (Email marketing, social media, etc.)
- Comfortable with periodic evening hours to support Leadership Council management

Work Environment/Physical Requirements

- This is a largely sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10lbs

Upwardly Global is an equal opportunity employer committed to fostering an inclusive and innovative environment with the best employees. We provide employment opportunities without regard to age, race, color, ancestry, national origin, religion, disability, sex, gender identity or expression, sexual orientation, military service, marital status or any other protected status in accordance with applicable law.

To apply: Please email your resume and cover letter to hr@upwardlyglobal.org with "Manager of Individual Giving" in the subject line.

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