Position Description

Title: Individual Giving Manager
Department: Development
Reports to: Individual Giving Director
Location: New York or Chicago

Organization Overview

Over the years, Upwardly Global (UpGlo) 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 Individual Giving Manager plays a vital role in implementing individual giving strategies and managing fundraising campaigns to cultivate and steward mid-tier donors. This position also supports relationship managers in engaging lapsed donors and growing revenue from employee-giving campaigns. Additionally, the manager provides support in donor research, record-keeping, and assists in coordinating fundraising events, including the annual Gala.

Essential Duties & Responsibilities

- Develop and implement individual giving strategies to cultivate, solicit, and steward mid-tier donors, following a defined engagement plan.
- Collaborate with the VP of Development, Director of Individual Giving, and other development staff to manage the development of Leadership Council peer-to-peer fundraising campaigns.
- Serve as the project manager for three annual fundraising campaigns, creating project plans, monitoring schedules, and ensuring the execution of mid-tier and employee giving deliverables.
- Support relationship managers in engaging lapsed mid-tier and major donors, contributing to efforts to renew and strengthen donor relationships.
- Work towards increasing revenue from employee-giving campaigns.

a) Research and Donor Records:

- Create and update donor profiles for prospects, mid-tier donors, and major donors.
- Conduct prospect research and screen first-time donors, providing names to the Sr. Associate of Development for portfolio assignment.
- Assist relationship managers in updating donor records in Salesforce for all major and mid-tier donors.

b) Event Support:

- Assist the Director of Individual Giving in managing corporate sponsorships and coordinating logistics for the annual Gala.

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.
• Coordinate communication with Gala event sponsors, honorees, and speakers.
• Collaborate with the Director of Individual Giving to execute new revenue strategies for the Gala, such as night-of appeals, raffles, live auctions, and silent auctions.
• Manage gala meeting schedules, take minutes, and track action items in Salesforce.
• Support the execution of four small-scale major donor cultivation and fundraising events.
• Perform other related duties as assigned.

Knowledge and Skills Required
• Bachelor's degree is required.
• Ability to work independently while also being a collaborative team player.
• 4-5 years of experience in nonprofit fundraising.
• 1-2 years of frontline fundraising experience, demonstrating success in cultivating and securing four-figure gifts.
• Event management or coordination experience is necessary.
• Excellent written and oral communication skills.
• Experience in volunteer engagement or management, particularly in understanding the nuances of managing a Junior board, is helpful.
• Willingness to work occasional evening hours as needed to support Leadership Council management.
• Demonstrate a growth mindset and desire to continuously improve in your work and approach
• Demonstrated commitment to valuing diversity and belonging and contributing to an inclusive working and learning environment

Work Environment/Physical Requirements
• Requires the ability to travel locally, regionally and nationally
• Must be available to work evening events and occasionally weekend sessions
• Hybrid work schedule

Salary Range Disclaimer
The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global’s total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency:
• Central Region: $73,000 - $83,000 USD per year
• Eastern/Western Region: $80,000 - $90,000 USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We’re proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with Individual Giving Manager in the subject line.

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