

**Make-A-Wish Foundation® of South Carolina
JOB DESCRIPTION**

Job Title: Individual Giving Officer
Reports To: Vice President of Mission Advancement
Job Summary: The Individual Giving Officer is responsible for initiating, developing and executing long-term philanthropic partnerships to raise funds for the mission of Make-A-Wish South Carolina. Specifically, the Individual Giving Officer is responsible for growing annual revenue generated from individual donors and implementing systems for identification, cultivation, solicitation and gift renewal. The position will identify and manage a portfolio of mid-level prospects. Preferred candidates will demonstrate an ability to close successful gifts, have knowledge of current fundraising best practices, have demonstrated past fundraising success and possess a strong commitment to the mission, vision and values of Make-A-Wish South Carolina.

DUTIES & RESPONSIBILITIES

The following duties are normal to this job description. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

INDIVIDUAL GIVING PROGRAM(S)

- Utilizes fundraising best practices for individual donors to meet the chapter's annual revenue goals.
- Responsible for building and executing an individual mid-level (\$2,500+) giving program, while also identifying and qualifying prospects with the capacity to give at a major gift level (\$7,500+), to be assigned to senior leadership
- Manages a portfolio of approximately 150 prospects
- Designs and implements annual campaign strategies
- Identifies, cultivates and stewards 10-15 female community leaders annually for the W.I.S.H. Society initiative
- Partners with the CEO, board members, and development staff to identify new donors of financial capacity, leveraging networks and relationships as appropriate
- Works closely with the VP of Mission Advancement and Development Operations Coordinator to improve our prospect management system which incorporates best practices of moves management system for identification, cultivation, solicitation, and stewardship of prospects and donors
- Tracks individual giving results to ensure that donor records in the Raiser's Edge database are current and maintained to insure a high degree of accuracy
- Works collaboratively with all members of the development, program services and volunteer services staff to utilize other events and wish granting activities as cultivation opportunities or points of entry

STEWARDSHIP

- Designs and implements annual stewardship plans for organizations, as well as assigned donors and prospects
- Drafts acknowledgement letters and other collateral



OTHER DEVELOPMENT RESPONSIBILITIES

- Provides monthly, written reports regarding the donor pipeline, cultivation activities and stewardship plans
- Represents Make-A-Wish South Carolina at various speaking opportunities and community events
- Assist as needed in developing and monitoring the chapter's operating budget, primarily related to specific areas of responsibility
- Coordinates with the Director of Communications to produce marketing and PR materials as needed
- Works with the Director of Communications to design and direct the annual development communications calendar
- Maintains the confidentiality of sensitive information
- Collaborates with Make-A-Wish Foundation® of America on best practices and resources.
- Perform other duties as required

DESIRED QUALIFICATIONS:

- BA/BS in marketing, communications, business or related area, or comparable experience preferred
- Three years of relevant experience in successful individual solicitation preferred
- Proven ability to manage and execute philanthropic partnerships in a non-profit setting
- A solid understanding of the business value of philanthropy, including the advancement of nonprofit causes and missions
- Ability to influence and communicate effectively with all levels of an organization
- Excellent project management, customer service, and interpersonal, writing, public speaking and presentation skills
- High levels of integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change
- Ability to communicate with passion and relevancy and fully contribute to a collaborative team-oriented, proactive, fast-paced organization
- Ability to manage multiple priorities, and work in a deadline driven environment
- Proven ability to work within tight time lines and limited budgets
- Comfort working independently and as a team
- Proficient computer skills in Microsoft Office, Raiser's Edge & fundraising management software. Knowledge of Wealth Engine and Donor Scape is desirable
- Demonstrated proficiency with numbers and financial information and the ability to create reports and spreadsheets using information from the database

To apply, please email a cover letter and resume to Amanda Osborne, VP of Mission Advancement, aosborne@sc.wish.org

