

CLEVELAND RAPE CRISIS CENTER
Job Description

Title: Assistant Director of Individual Giving

Reports To: Director of Individual Giving

Supervises: Volunteers and Interns, as needed

Mission Statement: Cleveland Rape Crisis Center supports survivors of rape and sexual abuse, promotes healing and prevention, and advocates for social change.

Position Summary: A vital member of the External Affairs team, the Assistant Director of Individual Giving assists with the implementation and management of a comprehensive annual fund program, specifically focused on individual donors. This position collaborates with team members to grow unrestricted revenue streams to meet organizational objectives.

Principal Duties and Responsibilities:

Fund Development

- Support annual fund strategies to meet organizational objectives
- Manage a portfolio of existing donors and provide recommendations to attract and retain new donors
- Engage in visits, meetings and phone calls with donors on a regular basis
- Conduct research and prepare prospect lists for individual donors and corporate sponsors
- Manage production of direct mail campaigns and donor stewardship communications, including a periodic donor newsletter, in conjunction with leadership
- Research and recommend additional fundraising strategies, including Third Party fundraising, to boost annual revenue

Donor Relations

- Strengthen commitment of current donors and prospects through the development of customized stewardship plans
- Assist with implementation of moves management approach to individual gift cultivation and stewardship
- Ensure donor recognition opportunities are fulfilled in a timely manner
- Support and assist in execution of External Affairs Fundraising events

Data Management and Reporting

- Generate donation reports and track portfolio activity, progress and action items in donor database

- Monitor weekly, monthly, quarterly, and annual activity to achieve goals
- Assist with daily gift coding and timely processing of acknowledgement and pledge letters, as needed

Qualifications:

The final candidate will have at least 3 years demonstrated fundraising/individual giving experience with a proven record of accomplishment. Knowledge of the local philanthropy landscape and best practices is highly preferred. Excellent verbal and written communication skills and the ability to multi-task and organize for maximum efficiency is highly desired. Professional demeanor and ability to communicate with wide range of audiences, including clients, donors, public officials, and executives, is required. Innovative, passionate, professional individuals with a sense of humor are highly desired.

Hours of Work: This is a full-time, exempt position. Occasional evening and weekend work hours will be required. This position has a flexible schedule for the purposes of meeting the responsibilities of the position.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.