

INDIVIDUAL GIVING MANAGER



The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for over 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality, youth education, and advocacy. Our annual budget is approximately \$6 million but varies depending on the projects undertaken in any given year. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position Title: Individual Giving Manager

Reports to: Sr. Major Gifts Officer

Classification: Full-time, exempt

Compensation: \$55-60,000, depending upon experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual. This position offers a flexible hybrid schedule.

Summary of Primary Duties and Responsibilities:

The Individual Giving Manager will support the Development team under supervision of the Sr. Major Gifts Officer to increase overall dollars raised and build relationships with GBF's supporters. This position will implement creative strategies to ensure donors are actively stewarded through our individual giving campaigns, peer-to-peer initiatives, and partnership events. Primary responsibilities include:

- Developing and implementing strategies for securing gifts of \$1,000 or less from a portfolio of approximately 125+ donors and prospects
- Identifying, qualifying and cultivating new prospects and stewarding and renewing current donors
- Creating opportunities for deeper donor engagement to potentially become major donors
- Managing donor database systems to track and cultivate prospects and donors
- Assisting with fundraising events and donor relationship building activities
- Developing and overseeing partnership events and peer-to-peer fundraising programs
- Collaborating with the development team to align efforts and set goals
- Assisting with establishing and growing a Junior Board/Young Professionals Program
- Assisting with two annual appeal campaigns (direct mail and email)

Key Qualifications and Skills:

The ideal candidate is a self-directed professional able to work with minimal guidance within a team environment. The desired candidate will also possess most of the following:

- Bachelor's degree or equivalent relevant experience and
- A minimum of three years of fundraising experience with a focus on individual giving
- Experience with donor database management systems; proficiency with Raiser's Edge strongly preferred
- Excellent interpersonal and communications skills, both verbal and written
- Ability to empathize with donors and articulate GBF's mission to build engaged and committed relationships with the organization
- Proven experience soliciting individual gifts and implementing moves management to support increased giving from donors
- Excellent computer skills (MS Office Programs) including typing and formatting of letters

To apply, email resume and cover letter to jobs@galvbay.org . Finalists must provide at least three professional references and undergo a background check.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.