

Individual Giving Manager

Center for Child Protection

Austin, TX, United States **(On-Site)**

Job Description

Reporting to the Chief Development Officer (CDO), the Individual Giving Manager is a high-energy, self-motivated fundraiser responsible for building relationships that grow the Center's giving community. This position manages a portfolio of donors and prospects, cultivates relationships to bring people closer to the Center, solicits annual fund gifts, and identifies opportunities to ask for greater philanthropic investment. The Individual Giving Manager actively builds relationships and develops giving strategies for individuals. Feeling a passion for our mission to reduce the trauma to children during the investigation and prosecution of child abuse cases and the vision to end the cycle of abuse, the Individual Giving Manager will consider all opportunities to build meaningful relationships and resources that will sustain the organization.

Key Responsibilities

- Serve as the organization's primary liaison for a portfolio of approximately 100 individual donors to cultivate, solicit, and steward their annual giving and encourage additional program, capital, endowment, and legacy investments.
- Develop and implement moves management plans, strategies, and steps for donors, including research and identification, cultivation, gift solicitation, and stewardship.
- Gain and leverage a deep familiarity with the Center and its programs in cultivating donors and prospects.
- Ensure data integrity, consistently and accurately record steps and interactions in the database as part of the moves management process.
- Work closely with CDO, DD and Data Strategy Manager to identify and target donors and donor initiatives.
- Communicate frequently with data team to pull and manage reports necessary to fulfill strategic goals, working with the CDO.
- Work collaboratively with data team and donor relations team to retain and grow the Guardian Angel Society.
- Attend events outside of normal office hours—that means occasional nights and weekends—as needed/assigned.
- Partner with the CDO and other Donor Relations team members to plan and execute donor events including Guardian Angel receptions, and various ad-hoc appreciation and cultivation events.
- Write compellingly for a wide range of purposes including personal and group emails, program descriptions, gift proposals, organizational updates, and more.

- Work with the Marketing team as necessary to create proposal materials and broad-based donor emails when appropriate.
- Support database maintenance with up-to-date and accurate donor records.
- Provide support to the CDO and DD as required.
- Other duties as assigned and appropriate for the position.

Desired Experience and Skill Set

- 5+ years of professional experience in fundraising, preferably in human services.
- Exceptional written and oral communications skills.
- High attention to detail with exceptional organizational and project management skills.
- Ability to manage multiple projects at once and establish priorities to meet deadlines.
- Excellent interpersonal skills and ability to work well with colleagues and donors.
- High level of work ethic, integrity, and understanding of fundraising ethics.
- Experience using donor management software.
- Commitment to outstanding donor cultivation and stewardship.

About the Center for Child Protection

The Center for Child Protection is a nationally accredited children's advocacy center and the only nonprofit in Travis County involved in the investigation and prosecution of crimes against children. For more than 30 years, the Center has been the first stop for children in Travis County who are suspected victims of sexual abuse, physical abuse and for children who have witnessed a violent crime. The Center is a child-friendly, specially-equipped facility where children go for recorded forensic interviews, medical exams, counseling and intervention. All services are provided to children and their protective caregivers free of charge and are available in English and Spanish. In 2022, the Center provided services to 1,693 children and 1,195 adults. For more information, visit www.centerforchildprotection.org.

Salary Range: \$73,000 - \$77,000

To apply, please send your cover letter and resume to employment@centerforchildprotection.org.