



Harlem School of the Arts Individual Giving Manager Job Description

As of 4/13/17

The Individual Giving Manager, reporting to the Vice President of Development and External Affairs, is responsible for the following:

Development and Event Planning:

- With VP of Development, launch Major Gifts program and grow individual donor portfolio
- Research and qualify current and prospective individual donors and create comprehensive donor profiles.
- Coordinate multi-year annual fund campaigns, including writing appeal letters and copy and coordinating mailing with the mail house.
- Draft donor correspondence
- Maintain organized, up-to-date donor files, including donor database as it relates to tracking the donor pipeline and progress toward individual giving goals
- Assist with the cultivation and stewardship of relationships with current and prospective individual donors
- Coordinate short and long-term individual fundraising strategies
- Assist with event planning and execution, including cultivation, fundraising and stewardship events, including the Spring Benefit
- Coordinate the Scholarship Fund and Donor Circle programs
- Prepare reports on fundraising priorities and progress toward goals related to individual giving
- Oversee the budget for all individual giving initiatives
- Write effective proposals and solicitations and reports and other individual donor-related communications
- Assist the Development Office, as needed, on administrative duties, helping at HSA events, mailings, managing social media, etc.

Database Administration:

- Receive all donations and ensure timely and accurate acknowledgements of all donations received via any channel (mail, online, email, on-site, etc.)
- Gift processing including entry of gifts into Raiser's Edge, writing of acknowledgement letters, and distributing materials to finance and development offices
- In charge of database entry and maintenance of donor records and staff lists, including assurance of data accuracy
- Generate gift reports
- Draft donor correspondence, as needed

- Generate mailing lists from Raiser's Edge and coordinate mailings, including annual appeals, and any other mailings generated by the Development and External Affairs Office.
- Maintain organized, up-to-date donor and gift record files
- Assist with Board and development events
- Perform research of individuals for development and Board solicitation purposes
- Assist with other tasks as needed

Requirements:

Bachelor degree with a minimum of 2-3 years of development experience.

Attention to detail. Excellent organizational, administrative and interpersonal skills. Polished and professional demeanor. Ability to work collaboratively with a wide range of people, internally and externally. Ability to work under pressure and meet deadlines. Strong computer skills with knowledge of MS Office. Experience with online research. Proficiency in Raiser's Edge or comparable donor database and interest in the arts/arts education preferred. Evening and weekend hours are required for donor events