

## Individual Giving Manager

Population Connection seeks an Individual Giving Manager (IGM) to join its San Diego, California Development office. The IGM will help to secure funds for the organization by developing and managing a national portfolio of major and planned giving donors and prospects. The IGM will report to the Vice President for Marketing & Development and will work closely with the Director of Individual Giving.

The IGM will be responsible for qualifying new major and planned gift prospects and for building relationships between the donors in her portfolio and Population Connection. The IGM will spend a significant amount of time interacting with donors over the phone and in person. The Manager will also assist with C4 Action Fund fundraising efforts, including solicitations and general communications about advocacy developments.

### About Population Connection

Founded in 1968 and based in Washington, DC, Population Connection is the national grassroots organization seeking to end rapid global population growth. Rapid population growth harms and endangers the lives of women and children around the world and contributes to climate change, over-consumption of natural resources, biodiversity loss, and a host of other environmental problems.

To achieve a sustainable balance between people and our planet, Population Connection advocates at the highest levels of government for universal, affordable access to modern contraception and basic reproductive health care. Our Population Education program trains more than 12,000 teachers and reaches three million students annually to help young people understand how population growth impacts our environment and human well-being. The IGM will also support our two affiliated organizations: Population Connection Action Fund and Population Connection Action Fund PAC.

### Job Description

The Individual Giving Manager will manage a portfolio of 150 donors capable of making gifts of \$5,000 or more annually, as well as donors interested in establishing planned gifts with Population Connection. The IGM's initial annual fundraising goal will be \$750,000 in immediate charitable gifts from portfolio donors, as well as the addition of 48 new ZPG Society members and 12 new charitable gift annuities per year.

### Responsibilities include:

- Identifying the best prospects for cultivation; ensuring that each donor receives regular contacts according to their preferences; and maintaining or increasing their giving year over year
- Hosting personal visits with donors capable of making major gifts or interested in making planned gifts to deepen their knowledge and affinity for Population Connection (goal: 10-12 personal visits per month)

- Seeking opportunities to invite or accompany the President & CEO and VP for Marketing & Development on personal visits with high value donors
- Creating Development materials including proposals, correspondence, and donor profiles; contributing to team efforts to personalize and distribute special mailings
- Conducting stewardship best practices for recent donors, such as initiating thank you phone calls and writing personal thank you notes or emails; assisting with event planning to further donor cultivation and stewardship in target states
- Contributing to the Development team's strategy meetings by thinking creatively about cultivation, solicitation, and stewardship ideas—including ways to involve staff and ambassadors of the organization
- Collaborating with the Membership Relations Team to engage active donors who exhibit a higher capacity to give
- Tracking all portfolio activity and progress in database using accurate coding to record substantive donor interactions and capture critical donor information
- Maintaining working knowledge of Population Connection program priorities and activities
- Continuing professional development
- Other duties as assigned

#### Desired Qualifications

- A Bachelor's Degree or Associates Degree and equivalent work experience
- Three to five years' experience using moves management to advance donor relationships in a nonprofit, or equivalent work experience
- Documented experience closing major or planned gifts
- Excellent interpersonal, oral, and written communication and presentation skills; demonstrated ability to communicate effectively, comfortably, and respectfully with donors, staff, and volunteers
- Ability to understand and speak compellingly about Population Connection's mission and to simplify complex themes into short, persuasive presentations or proposals
- Excellent organizational skills; detail oriented with ability to prioritize and manage multiple projects simultaneously to meet deadlines
- An ability to take personal initiative and work independently as well as to collaborate with others on donor strategies in a team-oriented approach
- Capable of effective remote collaboration with colleagues in Washington, D.C. office.
- Proficiency with online databases and Microsoft Office Suite
- Ability and willingness to travel as well as occasionally work irregular hours; must have driver's license
- Flexibility and a willingness to take on new tasks as the responsibilities of this position evolve
- Fully committed to Population Connection's mission to defend women's rights and to protect our environment

### Compensation

Salary will be paid commensurate with experience. Population Connection offers a generous benefits package including: annual and sick leave; paid holidays; medical, dental, and vision insurance, short-term disability, and a 401K retirement fund with matching funds available.

To apply, please send your resume and cover letter with salary requirements to [jobs@popconnect.org](mailto:jobs@popconnect.org). *Individual Giving Manager in subject line.*

No agencies and no phone calls please. Population Connection is an equal opportunity employer.