



200 Clearbrook Road, Elmsford, NY 10523
(914) 923-1100 | foodbankforwestchester.org

The Food Bank For Westchester has an exciting opportunity for an experienced and mission driven Manager of Individual Giving. Working within the Fund Development Department, The Manager of Individual Giving will cultivate and steward individual donors making mid-level gifts (\$2,500-\$5,000). This role is focused on acquiring, cultivating, renewing, and upgrading mid-level donors. The Manager of Individual Giving collaborates with the Sr. Director of Fund Development and fund development team to support the overall individual donor strategy and help achieve individual giving goals. Strong communication and interpersonal skills, with a high level of organization and attention to detail are a must!

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Develop and implement a measureable, mid-level donor strategic, cultivation plan with touches, asks amounts and risk assessments for a defined portfolio of donors.

- Build the portfolio: research, assess and define portfolio, from larger set of qualified donors. Recommend to Sr. Director of Development donors for inclusion in mid-level portfolio. Identify Prospects, and conduct prospect research to inform cultivation of upgrades to Major Donor Level.
- Develop and implement individual, strategic cultivation and annual solicitation plans based on individual capacity and readiness to give.
- Work with other team members to develop consistent, written communications to donors and prospects including a case for support, solicitation letters, donors' updates and other items as needed.
- Provide donor assistance to any inquiries, and maintain personal contact and good relationships with donors through timely and polite communication.
- Monitor progress and report monthly on progress against fund raising goals.
- Analyze giving trends and donor responses; make adjustments as needed.
- Deliver meaningful donor stewardship through gift acknowledgement letters, welcome packets, reports, phone calls, thank you notes and other techniques. Integrate other key staff in thank you/recognition calls as appropriate, arrange and support donor visits and calls as appropriate.
- Work with Database team and other staff to optimize use and maintenance of database for gift recording, processing, tracking, acknowledgement and reporting purposes.
- Collaborate with the Manager of Individual Giving to ensure ease of reporting on Mid-Level donor segment. Work with the Manager to ensure accurate response reporting and analysis and make sure the database accurately reflects donor preferences and restrictions. Collaborates with development team in assessing and recommending tools for prospect research, custom reports and other specialized development functions

Job Requirements:

- Excellent recordkeeping, writing, communications and interpersonal skills.
- Must be proficient in latest software and technology. (Raisers Edge or similar donor database)
- The ability to prioritize and perform multiple tasks simultaneously with minimal

supervision.

- Extremely organized detail oriented and able to keep accurate records and follow up.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities and create value in the face of obstacles.
- Must have valid driver's license and use of a vehicle to travel for Food Bank business.
- Night and weekend work is required and routine

How to Apply:

Interested Applicants should send resume and cover letter to
postings@foodbankforwestchester.org

The Food Bank For Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.