



Nature Collective

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Individual Giving Manager

Reports to: Associate Director

Summary

The Individual Giving Manager works with the Development Department to support Nature Collective's revenue growth. The position will focus on strategically bringing in new revenue streams via individual giving to advance Nature Collective's mission and vision.

Essential Functions

- Create individual giving strategies and demonstrate the ability to implement such strategies successfully, attracting new donors and generating gifts to support Nature Collective's Annual Campaign.
- Cultivate current individual donors
- Plan and lead individual donor recognition events
- Must be proficient in development office functions, including prospecting, researching donor histories, and fundraising reporting
- Must have the emotional intelligence with an ability to keenly listen to and understand the funder's needs to establish and maintain mutually beneficial relationships
- Must communicate well with extensive face-to-face and phone interaction with potential donors
- The ability to balance multiple tasking and projects while delivering quality work on schedule
- Must exercise sound, independent judgment, and seasoned social understanding
- Work with high autonomy and participate effectively in a team environment.

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- Must exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations

Responsibilities

- Working closely with the Associate Director, the Individual Giving Manager will engage in individual donor relations, develop ties with the community, and support external development campaigns to increase funding for Nature Collective
- Execute a goal-based, long-and short-term individual giving plan; this plan includes expanding individual giving, planned/deferred giving, and donor relations for our Annual Campaign
- Make regular phone calls to current and potential donors, partners, and sponsors
- Build new donor audiences by developing partnerships and by identifying, researching, qualifying, and cultivating individual prospects from the existing database and outside sources
- Engage in one-on-one, in-person donor cultivation and solicitation events
- Represent Nature Collective as an advocate and spokesperson to key external audiences: peer organizations, philanthropic organizations, and funders to expand visibility and support
- Implement fundraising strategies that increase the organization's support, mainly focusing on raising funds from individuals in support of our Annual Campaign
- Enhance Nature Collective's individual donor relations program by further developing relationships with current individual donors while actively promoting Nature Collective's mission and vision with prospective new individual donors
- Participate in the maintenance of the integrated donor-tracking system
- Implement fundraising development training for employees and board members
- Principles and practices of sound business communications
- Implement appropriate procedures and controls
- Prepare clear, concise, and comprehensive correspondence, reports, and other written materials
- A typical schedule will consist of Monday–Friday from 8:00 am – 5:00 pm, working weekends and evenings, as needed. Flexibility as needed. Possibility of a hybrid schedule after the completion of a probationary period.
- This position requires travel, primarily in North County San Diego County, during business days and occasional weekends/evenings to various events and assignments; events will require transporting event materials from the office to the event site.
- Other duties as assigned

Required Skills/Abilities

- Experience with 200+ people in event management and event management software.
- Proficient in Microsoft Office suite and Kindful CRM
- Excellent written and verbal communication skills.
- Must possess problem-solving and critical thinking skills.
- Ability to follow through on projects/tasks and meet deadlines.
- Demonstrate ability to succeed with only general supervision, use discretion, and independent thinking.
- Ability to respect the confidentiality and privacy of donors and any sensitive matters.
- Must support Nature Collective's mission to drive a passion for nature, for all.
- Strong organizational and prioritization skills
- Maintain a positive and professional demeanor and demonstrate credibility and integrity
- Ability to work in a fast-paced environment and follow directions, policies, and procedures
- Must have an affinity to the Nature Collective mission and vision
- A valid California Driver's License
- Bilingual/Fluent in Spanish, a plus
- CFRE/Fundraising certification, a plus

Education and Experience

- A degree in public relations, business, or communications; and at least four (4) years of experience in high level fundraising; or an equivalent combination of training and experience.

Physical demands

- Sitting, standing and lifting and moving up to 25 pounds
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to hike up to 1 mile on moderately difficult trails in outdoor environments with uneven terrain

Benefits & Features

Salary: \$28.00 - \$31.00 per hour

This is a full-time, nonexempt position with 40 hours per week.

Medical, Dental, and Vision Coverage employer paid for employee up to \$450 per month

Life Insurance

Employee Assistance Program

401(k) with matching

80-216 hours paid time off per year, based on seniority

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48 hours paid sick time per year

9 Paid Holidays



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EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to HR@naturecollective.org.
Subject: Individual Giving Manager. Applications will be accepted until the position is filled.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.

Please carefully read and answer all questions.

APPLICANT INFORMATION

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER WORKED FOR THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

<u>HIGH SCHOOL</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>

EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

EMPLOYMENT HISTORY (CONTINUED)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>REFERENCES</u>			
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
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DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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