



## JOB DESCRIPTION

**Title:** Individual Giving Manager

**Classification:** Exempt – Full time

**Reports to:** Director of Development

**Date:** 10-22-2021

**Salary Range:** \$50,000-\$60,000

**Introduction** - The Elementary Institute of Science (EIS) was established in 1964 as an after-school science club by local educators and civil rights leaders to combat racially-based inequities in the education system. Our mission is to inspire a love of science and create opportunities for diverse children and youth. We continue to honor our founding principles that were established during the Civil Rights Movement: Diversity, Equity, and Inclusion in STEM.

EIS is committed to providing rich learning opportunities that prepare children for bright futures. We collaborate with schools, parents, businesses, institutions of higher learning, and community partners to engage students in authentic, hands-on science learning. Our afterschool, weekend, and school partnership programs broaden access to quality STEM education, foster critical thinking, expand technical skills, and encourage students to pursue STEM careers. This position presents an exciting opportunity to play a major role in the future growth of EIS.

**Position Summary** - Plan, implement, and manage a comprehensive giving program for individual gifts, including, one-time, event, major, sustainer (monthly), in-kind, and planned giving donors. Contribute to creating an organizational donor awareness culture, assist in preparing Development Department annual revenue goals and manage areas of responsibility to meet budget goals.

She or he interfaces in a professional manner with all internal and external customers.

### **Program-related Duties**

- Create specific plans for new donor acquisition, cultivation, solicitation, and stewardship
- Schedule and facilitate personal meetings, facility tours both on-site and off-site, with prospective donors
- Assist the Director of Development on fundraising initiatives
- Work with the Development Associate in enhancing donor recognition in all communication strategies
- Develop small donor events and coordinate logistics with Director of Development to ensure an exceptional donor experience
- Maintain accurate and complete records of donor communications
- Monitor revenue and expenses related to Individual Giving on a quarterly basis, and prepare regular reports on all appeal activities
- Develop multi-level campaign for new initiative – San Diego Institute of Science & Technology



- Launch and manage new planned giving program, implementing new strategies and protocols to attract new bequests
- Coordinate with Development Associate on marketing and communication
- Support Executive Director & Board President with major gifts including research and rating

### **General Duties**

- Interface professionally with donors, external partners, colleagues, visitors, and board members, always providing excellent customer service
- Follow EIS policies and procedures
- Other duties as assigned

### **Knowledge, Skills and Abilities**

- Strong customer/client relations skills, with the ability to interface effectively with racially, ethnically and economically diverse colleagues, external partners, and members of the public
- Understanding of and commitment to ethical fundraising strategies
- Effective communications skills (orally and in writing) in English
- Strong organizational skills and ability to meet goals and deadlines
- Proficient use of:
  - Microsoft Office products including Word (including the use of tables), Excel, and Outlook, and Salesforce
  - Cloud-based computing solutions (preferably Box, and Microsoft Office 365)
- Ability to work effectively in a face-paced environment with changing priorities, while maintaining professionalism and strong rapport with EIS team members
- Outgoing nature and ability to initiate and enjoy direct communication with donors and potential donors- networking
- Consistently maintains a professional demeanor, appearance, and work environment

### **Work Environment**

Work is regularly performed in an office environment and is regularly exposed to noise. The reception area, the environment intermittently includes dozens of young children, instructors, community members, and parents.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit and stand; walk; use hands to type, finger, handle or feel; and reach with hands and arms.



### **Position Type/Expected Hours of Work**

This is a full-time, permanent, benefited, nonexempt position. The position requires the ability to occasionally work during nonstandard hours to support meetings, events, and programs. There will be the option to work some days from home after an initial period.

### **Travel**

Limited travel within the San Diego/Southern California region

### **Education and Experience**

#### **Required**

- A bachelor's degree or three to five years of fundraising experience or equivalent combination of education and experience
- Professional demeanor and work ethic
- Ability to work independently and as a member of a team
- Must be eligible to work in the U.S.

#### **Preferred**

- Proficient in Microsoft Office, Excel, and Salesforce
- Bilingual/biliterate in English and Spanish

### **License, Certificates or Registrations**

- Valid California Driver's License; insurable in the State of California

### **Additional Eligibility Qualifications**

None

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*We are an equal opportunity employer. We promote and celebrate diversity and are committed to creating an inclusive environment for all employees as well as the people we serve.*