Voice of Witness

Individual Giving Manager Job Description

As of September 2022

Individual Giving Manager Position Overview:

- Full-Time: 40 hrs/week, exempt
- Salary Range: $65,000 - $75,000 DOE
- Benefits: 100% Medical, 100% Vision and Dental, and generous vacation time
- Location: San Francisco (All employees work from home, but the IGM must be based in the SF area in order to commute to our P.O. box on a regular basis, be onsite for events, and for occasional in-person meetings.)
- Start Date: December 1, 2022 - January 1, 2023

About Voice of Witness:

Voice of Witness (VOW) is an oral history nonprofit that advances human rights by amplifying the voices of people impacted by—and fighting against—injustice.

VOW’s work is driven by the transformative power of the story, and by a strong belief that social justice cannot be achieved without deep listening and learning from those marginalized by systems of oppression. Through our programming, we work with communities to ensure that:

- voices of marginalized and silenced communities are centered in narrative contexts (education, media, movements, and policymaking);
- students and communities have the tools and training to tell their own stories through oral history;
- storytelling practitioners and institutions use ethics-driven methodologies to gather narratives.

The VOW Book Series depicts human rights issues through the edited oral histories of people, VOW narrators, who are most deeply impacted and at the heart of solutions to address injustice. The series explores issues of race-, gender-, and class-based inequity through the lenses of personal narrative. The VOW Education Program brings unheard stories and our ethical oral history methodology to classrooms and organizations across the US, connecting students, educators, and advocates with training and tools for storytelling in order to advance social change. Through our partnerships and consulting, VOW offers expert storytelling and program support to nonprofits, advocates, schools, foundations, and more. These customized projects and workshops use VOW’s award-winning approach to promote empathy, build relationships, and amplify marginalized voices.

Our Commitment to Equity, Diversity, and Inclusion:

With a staff and board that is committed to human rights storytelling and advocacy rooted in equity and empathy, a diversity of perspectives and backgrounds is crucial to our ability to pursue our mission. Candidates who identify as being from underrepresented groups and have nontraditional career paths, work skills, and community-based work experience are strongly encouraged to apply.
Voice of Witness is seeking a full-time individual giving manager to join its 2-person development team (executive director, director of development). The individual giving manager will help Voice of Witness achieve its ambitious fundraising goals by leading bi-annual individual giving campaigns and providing exceptional donor stewardship. The ideal candidate is familiar with San Francisco philanthropy and can also help grow VOW’s donor portfolio.

VOW’s current annual budget is ~$1.1M and growing, with individual giving making up around 20% of the annual income. The individual giving manager reports to the director of development.

Responsibilities:

- **Individual Giving Campaigns**
  - Work with director of development to raise between $200k - $225k in first year from individual donors through VOW’s annual spring campaign and end-of-year campaign, ensure steady growth (VOW runs on a July - June fiscal year)
  - Plan and execute all aspects of bi-annual campaigns
    - Develop campaign themes, build campaign websites (NeonFundraise), draft and send all campaign communications (Mailchimp), solicit donations, set up peer-to-peer fundraising, track and record donations (Neon), thank donors, perform campaign evaluation, etc.
  - Lead the planning and execution of VOW’s next major fundraising gala event (potentially FY24/fall 2023) alongside an event planner
  - Devise new and creative strategies to reach new donor audiences, including employee giving programs, 24-hour giving days, social media fundraising, etc.

- **Strategic Planning**
  - Develop annual work plan in partnership with the executive director and director of development
    - Assess individual donor base and refine and implement annual fundraising plans that include donor engagement, retention, acquisition, and lapsed strategies
  - Analyze giving trends and use data to make informed decisions about current and future strategy to continuously strengthen relationships and increase revenue
  - Participate in the creation of VOW’s annual budget for the organization and development department
  - Participate in weekly all-staff meetings and quarterly reflections

- **Donor Stewardship**
  - Work to develop/strengthen relationships with our base of <$1000 donors and help move them up to larger gifts, ensuring steady annual growth
  - Provide exceptional stewardship of donors through the creation and execution of multi-tiered donor communications & events
    - Work with director of development to write the quarterly Insider Report, send finalized report to VOW’s donor base (via email and occasionally direct mail)
    - Send out new VOW books to mid/major donor base as they’re released
    - Assist director of development in creating VOW’s occasional magazine (about 1 per year) and send out to VOW donor base (digital and direct mail)
    - Research and pitch creative strategies for additional stewardship and cultivation activities to development team
- **Events**
  - Work with director of development to plan and execute 1-2 small annual donor events (in person and/or virtual)
  - Plan and execute VOW’s next major fundraising gala event (potentially FY24)

- **Donor Prospecting**
  - Research potential new individual donors for VOW and create outreach strategies
  - Send out intro letters and VOW books to prospect list on annual/bi-annual basis

- **Administration**
  - Maintain and utilize VOW’s CRM, keeping record of donor interactions, cleaning data where needed, ensuring data integrity, and running financial reports
  - Receive, document, and process donations and prepare and send thank you/tax acknowledgement letters
  - Maintain electronic files (Dropbox and Google Drive)
  - Other related duties as assigned

**Desired Qualities:**
- Desire to grow in the fundraising/nonprofit development field
- 3-5 years experience on a nonprofit development team or similar (ideally with emphasis on individual giving)
- Experience creating and executing fundraising campaigns
- Experience writing donor communications
- Knowledge of the San Francisco philanthropy world
- Experience and intuitiveness using and/or managing a fundraising CRM such as Neon (VOW’s CRM), Salesforce, RaisersEdge, etc.
- Demonstrated ability to maintain organizational systems and timelines
- Excellent and culturally competent communication and writing skills with an attention to detail
- Good working knowledge of Google Drive Suite and Microsoft Office
- Basic graphic design skills a plus

**Benefits:**
We are committed to staff learning, growth and development, and take a holistic approach to investing in our team. This includes:
- Competitive salaries. Full-time salary range for this position is $65,000 - $75,000 DOE
- Medical insurance (employer-covered up to 100% on limited group plan, max $475/mo; or $475/mo medical subsidy provided)
- Dental (employer-covered 100% on limited group plan)
- Vision (employer-covered 100% on limited group plan)
- Employee life insurance and 401k plans
- Disability insurance, worker's compensation
- Generous paid vacation (16 days/128 hours on an accrued basis)
- Monthly paid wellness day off on the last Monday of each month
- Paid sick days (14 days/112 hours on an accrued basis)
- Flexible work environment
● Professional development opportunities
● Sabbatical program
● An organizational culture that promotes staff well-being and holistic self-care/community care

To Apply:
Qualified applicants may apply by emailing the following to dev@voiceofwitnes.org as one PDF by October 18, 2022:
  ● A one-page cover letter describing your interest and qualifications for this role.
  ● A brief resume with 2 references

Please write “INDIVIDUAL GIVING MANAGER – (YOUR LAST NAME)” in the subject line. Please, no phone calls or follow-up emails. Only candidates whose qualifications best meet the needs of the job will be contacted.