



Director of Individual Giving

College Mentors for Kids, Inc.
Indianapolis, Indiana

Organization Mission and Purpose

We have a big goal. At College Mentors for Kids, we set out each day to transform the lives of children and college students through mentoring.

We are making a difference. Children in the program feel more confident about themselves. They are thinking about future careers and higher education while still in elementary school. Our college student mentors are developing a sense of purpose and love for engagement in their community.

For more than 20 years, College Mentors has transformed lives through mentoring: we connect kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures. Today, over 2,700 children are served and mentored by 3,200 college student mentors and leaders across 34 college campuses in nine states.

Job Summary

The Director of Individual Giving is an essential component of the development effort necessary to achieve College Mentors for Kids' philanthropic goals, building and maintaining ongoing support, and improving the organization's capacity for future growth in strategic geographic regions. The Director of Individual Giving is responsible for strategy, planning, and managing all fundraising activities associated with individual giving.

This position reports to the CEO.

Duties and Responsibilities:

- Work collaboratively with CEO, Board Members and the Development Team to formulate a strategy for individual fundraising; build and implement a comprehensive individual donor fundraising program complementing and supporting the strategic plan and budget goals for College Mentors.
- Work collaboratively with the Director of Operations to establish a strong development infrastructure, including gift processing, research, records maintenance, information systems, stewardship, and gift acknowledgments. Ensure that these systems, processes and procedures are efficient and effective, thereby optimizing the identification and nurture of future prospects as part of a comprehensive moves management program.
- Work collaboratively with the Development Operations Associate to establish a vision for individual fundraising that connects development and operations closely together.
- Build, plan and execute an individual fundraising plan.

- Plan and execute an annual fund campaign.
- Establish processes and calendar for regular communication with individual prospects and donors.
- Manage Development Team individual portfolios.
- Work closely with the CEO to identify and cultivate major gift prospects, including solicitation of major gifts and, both personally and through others, establish relationships with them in order to secure significant contributions.
- Manage an individual development portfolio.
- Manage #GivingTuesday campaign (2019 going forward).
- Support the Inspire Awards, as indicated by CEO and Manager, Inspire Awards.
- Support other development activities such as special individual donor events, stewardship efforts and sponsorship of events.
- Work collaboratively with the development staff in all other areas of resource development to achieve plan and execute annual fund development plan.
- Produce multi-year financial projections, forecasts and analysis, as it relates to individual fundraising and as needed for budget reporting.
- Prepare regular reports on progress related to fundraising activities for the CEO, COO, and Board of Directors.
- Plan and implement all fundraising activities in accordance with ethical fundraising principles.
- Maintain awareness of current trends in fundraising and philanthropy.
- Perform other duties and special projects as assigned by the CEO and/or Board of Directors.

Requirements:

- A bachelor's degree and 3-5 years of experience in fundraising or a directly related field, with increasing responsibility is required. A Certified Fund Raising Executive accreditation and/or master's degree in a related field is preferred.
- A proven record of accomplishment in developing and managing comprehensive fund-raising programs with emphasis on major gifts and individual giving.
- A proven record of accomplishment in the achievement of annual fundraising goals, experience working with boards, volunteers, and managing special events.
- Articulate and persuasive oral and written communication skills.
- Ability to travel, as indicated by CEO.
- Executive presence and the ability to interact effectively with diverse people, personalities and styles is essential.
- Working knowledge of donor database software applications. Raiser's Edge NXT experience is preferred.

Benefits

- Full time, exempt
- Generous vacation and holiday package
- Health, vision, dental coverage
- Laptop for work use
- Travel reimbursement

To apply:

Interested persons must submit cover letter, resume and salary history to Shelley Hunter at apply@collegementors.org. The deadline for applications is November 16, 2018. No phone inquiries please.

Additional details regarding College Mentors for Kids may be found at www.collegementors.org. Equal Opportunity Employer.