



JOB POSTING: Individual Giving Manager

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions, and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION SUMMARY:

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking an experienced full-time Individual Giving Manager to continue growing CHIRLA's Donor Program. This position will work closely with the Development Director, the Executive Director, and Board of Directors on cultivating, developing and securing gifts of all sizes. Under the general direction and supervision of the Director of Development and Deputy Director of Development, this position will be the lead for the development, implementation, and evaluation of strategies to engage and retain individual donors at various levels of giving capacity.

DUTIES AND RESPONSIBILITIES:

- Manages all aspects of the donor relations, including the cultivation, development and implementation of plans for regular phone, in-person, mail or electronic communications
- Leads the management and coordination of activities to deepen CHIRLA's relationships with existing individual donors at all levels, develop relationships with new individual donors, and solicit financial support from current and potential donors
- Develop and implement strategies to move assigned prospects through the gift cycle, with a particular emphasis on prospect qualification, retention, renewal, and upgrades.
- Participates in planning and implementation of donor-centered events, including open houses, donor briefings, and CHIRLA's annual fundraising events
- Develops the Friends of CHIRLA (FoC) program, CHIRLA's Monthly Giving program, and upgrades the FoC campaign for recurring donors
- Develops retention campaign for one-time CHIRLA donors.
- Leads #GivingTuesday Campaign
- Leads the development, planning, execution of Year-end Individual Giving Campaign.
- Creates an annual communications calendar to target existing donors and prospects
- Creates all fundraising appeals and plans for multichannel communications and coordinates with other departments regarding the scheduling of donor communications and appeals
- Reviews key communications to make sure the language is donor-centered
- Oversees the Individual Giving team for data entry and gift acknowledgement processing.
- Implements donor segmentation
- Leads and manages donor stewardship strategies with the support of the Director of Development, Donor Engagement & Events Coordinator, and Development Assistant Creates and executes a strategy for donor research and utilizes the existing CRM data to mine for donor prospects for annual gifts, major gifts, planned gifts and special gifts
- Performs other duties as assigned or required





SKILLS AND QUALIFICATIONS:

Required:

- Bachelor's degree required
- Three to five years of donor-centered fundraising experience; tangible experience of having solicited and closed five-figure gifts
- Demonstrate excellent interpersonal skills to relate to donors, volunteers and colleagues, and ability to maintain confidentiality when necessary.
- A professional and resourceful style, highly organized, detail oriented, with ability to take initiative, work independently, and cooperate in a team setting showing respect for all, and emotional maturity.
- Excellent verbal and written communication skills
- Excellent attention to detail, accuracy and thoroughness
- Experience with planning and executing special events (minimum of 300+ guests)
- Ability to work under tight deadlines, in a fast-paced environment, and be flexible when last minute priorities arise.
- High degree of personal integrity; excellent dependability and reliability
- Must be flexible to work early morning, evenings and Saturdays as needed

Preferred:

- Creative, professional, and entrepreneurial spirit
- Working knowledge of Microsoft Office Suite and comfortable working in donor/prospect computer database systems
- Master's degree preferred
- Experience in social justice work and/or immigrant rights a plus

Desired Traits or Characteristic

- Demonstrated success working and communicating effectively in a multi-cultural environment.
- Self-starter with excellent problem-solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively
- Attention to detail and accuracy in work product
- Proficient in Microsoft Office applications (Word, Excel, Outlook); ability to use the internet and other digital tools for data entry, research, and problem-solving purposes
- Knowledge of healthcare insurances in the area
- Demonstrates proficient time management
- Valid driver's license and access to a personal, insured vehicle
- Self-starter- able to take on tasks with minimal supervision.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds
- Excellent verbal, analytical, writing, and organization skills
- Proficient knowledge of Microsoft 365- Internet required
- A commitment to social justice, and experience working with and in diverse low-income communities and communities of color
- Access to a car, valid driver's license and insurance, and ability to travel within the metropolitan area and sometimes out of state





- Ability to have positive working relationship with CHIRLA staff, members and allies
- Highly organized and detail-oriented, with the ability to manage deadlines and multiple tasks effectively and efficiently
- Support CHIRLA's fundraising goals including Annual Gala, Membership Drive and other fundraising activities

JOB TITLE: Individual Giving Manager

Salary & Benefits: \$75,000 to \$78,000. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account after three-month of employment; health, dental, vision and life insurance plans

FLSA Classification: Exempt/Salary, full-time

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is included is **not** CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

REPORTS TO: Deputy Director of Development

CLOSING DATE OF THIS POSITION: Position will remain open until filled

LOCATION: Los Angeles, Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, send resume and cover letter to: jobs@chirla.org

Subject Line should read: **Individual Giving Manager**

