



Individual Giving Manager AU/Tenleytown

About Iona

We are a nonprofit organization that directly helps 3,000 older adults and families with the challenges and opportunities of aging in the greater Washington D.C. area. Since 1975, we have educated, advocated and provided community-based programs and services to help people age well and live well. Iona's suite of services includes: Consultation, Care Management and Counseling (CCMC), our award-winning Wellness & Arts adult day center, Active Wellness Program at St. Alban's, support groups, home-delivered meals, and more. For more information about Iona, please visit www.iona.org.

Iona is fortunate to have a community of committed supporters. We have strong relationships with long-term funders and a high potential for engaging stakeholders in increasing their giving while cultivating new partners and developing new revenue streams.

Development Department

The Development department is responsible for generating contributed revenue, building and sustaining relationships with individual, corporate, foundation, and government donors to generate the funds needed to support the ongoing work of Iona. Development team members partner closely with program staff throughout the organization and board members on the fundraising effort. Team responsibilities include strategy development, prospect research and identification, relationship building, sponsorship and proposal preparation, grant reporting, and stewardship. The Individual Giving staff focuses on annual giving as well as major gift support for the organization.

The individual giving streams at Iona Senior Services is a critical component of the organization's overall fundraising program. In total, the Development team is responsible for securing \$3.3 million in annual and restricted support.

The Role

The Individual Giving Manager, working with the Director of Development, Board of Directors and Board of Associates will help to strengthen donor relationships and making a meaningful impact through philanthropic support.

The position is responsible for meeting quarterly and annual goals by identifying, cultivating, soliciting and stewarding a diverse base of donors. Reporting to the Director of Development and Communications, this position works closely with other development team members, staff members, and board members to help the organization achieve its development objectives.

Key metrics for success for this role will include donor engagement (number of personal meetings with prospects) and revenue (value of gifts; number of solicitations; success rate of solicitations; and achievement of programmatic contributed revenue goals). The successful candidate will be an entrepreneurial, results driven, development professional with success in closing four and five figure gifts.

Specific Responsibilities:

- Managing a portfolio of individual donors who give between \$1,000 and \$25,000 annually.
- Create and implement personalized cultivation/briefing/ask strategies for all assigned prospects.
- Maintain accurate records and achieve monthly targets on donor cultivation, solicitation and stewardship activities.
- Conduct prospect research on individual donors and identifying prospects for solicitation.
- Assist in the planning and oversight of strategic donor cultivation and stewardship events.
- Work with board sustainability committee to identify, cultivate, and steward major gifts prospects, and report on development progress at board meetings, as required.
- Work collaboratively with the Director of Development and Communications each year to develop realistic and attainable budget projections related to all forms of individual giving contributed revenue goals.
- Represent Iona Senior Services at functions and events, where appropriate.
- Assist with other duties as assigned by the Director of Development and Communications.

Qualifications:

- A minimum of five (5) years of professional fundraising experience with a proven track record of raising gifts from individuals for a non-profit organization.
- Experience with the Benevon® Model of Sustainable Fundraising strongly preferred.
- Demonstrated ability to work as part of a team as well as to be self-directed with a high degree of accountability.
- Outstanding stewardship and relationship management skills.
- Skill in writing development communications in various voices, lengths, and contexts.
- Knowledge of Raiser's Edge.
- Strong organizational skills, attention to detail, and the ability to handle multiple projects and deadlines.
- Strong Personal Computer (PC) skills including Microsoft Office (Outlook, Word, Excel, PowerPoint), Internet research experience, and basic PC troubleshooting.

Iona has a robust benefits package which includes health, dental, and life insurance, vacation and a 403(b) retirement plan. Compensation is commensurate with experience. To apply, please submit your letter of interest and resume to **Erica Raphael, Sr. Consultant, EHR, eraphael@expandhr.com**.

Iona is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. Iona also makes good faith efforts to recruit, hire, and promote qualified women, minorities, individuals with disabilities.