

NEW JERSEY POLICY PERSPECTIVE

About NJPP

New Jersey Policy Perspective (NJPP) is a nonpartisan think tank that drives state policy change to advance economic, social, and racial justice through evidence-based, independent research, analysis, strategic communications, and collaboration with community partners. NJPP is a leading policy voice in Trenton and was instrumental in the campaigns to raise the minimum wage, enact earned sick days, pass the millionaires' tax, and much more.

About the Role

The Individual Giving Manager will contribute to the organization's overall success by leading strategies and programs that meaningfully engage our individual donors and increase their understanding of and commitment to NJPP's work. This individual will play a critical role in the organization's ability to move our individual donors to be bolder in their commitment to ensure that everyone in our state can realize a thriving future. The ideal candidate will bring creativity and experience raising donations of more than \$1,000 from individuals. This position will report to the Development Director.

We aim to create a collaborative workplace and seek someone committed to social justice.

Primary Responsibilities

Fundraising

- Develop and execute strategies for soliciting, cultivating, and stewarding a broad base of individual donors while adhering to community-centric fundraising practices
- Be a key advisor to organizational leadership on how to steward donor relationships to meet our long-term goals
- Represent the organization in donor meetings and prepare senior leadership for donor meetings as needed
- Enlist, encourage, train, and support all staff members to meet with donors, creating opportunities to educate and deepen relationships
- Meet reasonable quarterly targets for growing relationships
- Meet reasonable quarterly targets for fundraising

Development Events Management

- Collaborate with staff and Board members to plan and solicit sponsorship for NJPP's annual Progress events
- Lead the planning and management of donor-facing gatherings, such as donor calls, house parties, and stewardship gatherings

Donor Communications

- Be NJPP's biggest cheerleader, educating and informing our individual donors to deepen their level of connection and commitment to our campaigns and overall work
- Manage the production of all communications with individual donors, including 2 to 3 direct mail solicitations and approximately 3 newsletters annually, as well as electronic appeals, and other donor-centric email communications
- In collaboration with the development, policy, and communications teams, develop new development content that can effectively move our individual donors

Gift Processing and Data Management

- Use our Salesforce database to record contacts with donors and maintain accurate records of donations
- Track and report results of appeals and special campaigns, adjusting strategies as needed
- Ensure individual donor contributions adhere to gift acceptance policy
- Participate in routine reconciliation work with the Development Director and Finance and Operations Manager

Team Engagement

- Lead on special projects as assigned by the Development Director
- Participate in staff trainings and other organizational activities
- Participate in leadership & professional development and commit to growth and transformation within the work in service to social justice

Core Competencies

- At least four years of experience in nonprofit development or comparable role, demonstrating progressively greater understanding and responsibility
- Strong commitment to social, racial, and economic justice
- Strong writing and analytical skills that reflect the ability to make complex information understandable to lay audiences
- Exceptional interpersonal skills and the ability to cultivate relationships, show empathy for people and community, listen well, and communicate with a wide variety of audiences, including donors is required
- Experience with CRM databases for fundraising data management
- Strong time management, organizational, and work planning skills, with the ability to adjust work activity as needed and manage multiple projects according to timelines
- Self-motivation and the ability to take initiative and work independently is required, including the ability to initiate donor visits and fundraising calls
- Some evenings and weekends are required

Compensation

The hiring range for this position is from \$75,000-\$85,000, depending on experience. Excellent benefits covered by the organization include medical, dental, and vision insurance, a retirement plan, paid holidays, vacation and sick leave, and professional development opportunities.

Commitment to Diversity, Equity, and Inclusion

NJPP is an equal opportunity employer and welcomes applications from all qualified individuals. We will consider applicants for this position without regard to any category protected by applicable federal, state, or local law, including but not limited to race, color, religion, sex, national origin, age, physical or mental disability, veteran status, or uniformed service member status.

How to Apply

Please send your resume and cover letter highlighting your interest and qualifications to careers@njpp.org with the subject line "[Last name, First name] - Individual Giving Manager." The position will be open until filled.