



JOB DESCRIPTION

ACTION AGAINST HUNGER – USA

Individual Giving & Special Projects Manager

| | |
|--------------------|---|
| Position: | Individual Giving & Special Projects Manager |
| Reports to: | Associate Director, Major Gifts |
| Location: | New York, NY |
| Contract duration: | Permanent |
| Last updated: | April 2019 |

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 7 countries: Cambodia, Haiti, Kenya, Somalia, South Sudan, Tanzania, Uganda and Action Against Hunger-USA has over \$70 million in programs, and approximately 1,600 permanent staff based in New York City, Washington D.C, Nairobi, and country offices. Additional growth is anticipated.

I. Job Summary

The Manager, Individual Giving and Events role is to (1) develop the strategy and oversee the implementation of several the Action Against Hunger cultivation and engagement activities focused on fundraising events; (2) cultivate, steward, and solicit individual donors who give \$5,000 to \$25,000 at one time; (3) create and manage identification, cultivation, solicitation, and stewardship communications for the Major Gift department. Of greatest importance, this person must be proactive, resourceful and detail-oriented. He or she must stay a step ahead of the team in managing work plans for each event and project.

II. Essential Job Duties

a. Special Projects and Events:

- Lead in planning and executing cultivation events including but not limited to: open board meetings, webinars, salon dinners.
- Act as point of contact for the annual Gala, working closely with the event leadership.
- Work directly with External Relations team to identify and create engagement opportunities as needed

b. Donor Cultivation:

- Manage a portfolio of donors 50 to 100 comprised of those who give at the \$5,000 and above level through the moves management system.
- Hit and exceed monthly and annual metrics for; identification, qualification, significant contact, direct solicitation, stewardship.
- Ensure timely communications and tailored, personalized contact to increase donor retention and maximize revenue.
- Maintain clean, up-to-date and concise donor actions and notes in Raisers Edge.

c. Development Operations

- Manage and execute annual major donor appeals, including but not limited to quarterly appeals and a series of End-Of-Year appeals.
- Collaborate with the communications team to ensure that all outreach to major donors, as well as any that may reach major donors, reflects the appropriate branding and messaging.
- Ensure that critical departmental processes are carried out efficiently, including in-house acknowledgement letters and data entry.
- Establish best practices and oversee implementation of clear database coding guidelines in coordination with the Fundraising Systems department.

III. Supervisory Responsibilities

- None

IV. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

V. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance at least five days per week.
- Must be available to work outside normal office hours or on the weekends as required by contact with the missions, mission security, or other obligations.
- Must be able to travel as required for standard domestic and international business travel as well as to the missions if appropriate. While visiting the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

VI. Gender Equality Commitments

- Foster an environment that reinforces values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect all cultures.



JOB DESCRIPTION

ACTION AGAINST HUNGER – USA

Individual Giving & Special Projects Manager

VII. Required Qualifications

- A bachelor's degree is required.
- Minimum of 3 years' experience with events.
- Minimum of 3 years' experience fundraising activities at a non-profit organization.
- In-depth experience with Raiser's Edge strongly preferred.
- Complete facility with Word, Excel and PowerPoint.
- Sincere commitment to helping advance Action Against Hunger's mission.

VIII. Required Skills & Experience

- Experience asking for donations, cultivating and managing relationships with donors.
- Exceptionally detail-oriented and organized.
- Ability to complete multiple projects concurrently, while balancing competing priorities and meeting deadlines.
- Strong writing skills.
- Drive and capacity to achieve high quality results as well as identify process improvements.
- Ability to work independently and collaboratively in team environment.
- Of greatest importance, this person must be proactive, resourceful and detail-oriented. He or she must stay a step ahead of the team in managing work plans for each event and project.

All candidates should apply online at <https://careers.actionagainsthunger.org/>. Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.