

Development Manager: Individual Giving

KIPP Metro Atlanta Schools
Atlanta, GA

Type: Leadership & Support Staff

Full Time/Part Time: Full-Time

Start Date: Immediate

Subject:

Grade:

Organization: KIPP Metro Atlanta Schools

Preferred Locations:

Contact:

Email:

EMAIL JOB

Organization Overview:

KIPP (Knowledge is Power Program) is a national network of free, open enrollment, college preparatory schools dedicated to preparing students in underserved communities for success in college and in life. There are more than 224 KIPP schools in 20 states and the District of Columbia serving almost 100,000 students. KIPP Metro Atlanta Schools currently operates eleven KIPP schools including five middle schools, five primary schools and one high school, as well as, the KIPP Through College Program which supports students on their journey “to and through” college.

KIPP Metro Atlanta School’s Regional Support Team (RST) provides financial and operational support and oversight to KIPP Metro Atlanta Schools, develops instructional initiatives designed to strengthen the schools’ academic programs, and implements each school’s high school placement and alumni services through the KIPP Through College Program.

Job Summary:

KIPP Metro Atlanta Schools is seeking a Development Manager, Individual Giving to manage, support, and strengthen the organization’s relationships with individual donors. As we look to continue to aggressively grow our donor base, we recognize the essential importance of maximizing

our relationships with our current funders while also pursuing new opportunities within the philanthropic sector. The responsibilities will include identifying new prospects, re-establishing relationships with previous donors and growing existing relationships, while also establishing and improving internal systems and processes. We're looking for someone who is goal-driven, enjoys building relationships, has a strong passion for our mission, is able to build and improve systems, maintains a sense of fun, and can work well both independently and collaboratively. This position will be responsible for a broad range of project, system, and relationship management for the organization and the ideal candidate will be a self-starter with strong project management and written and verbal communication skills, a strong interest in nonprofit management, and a commitment to education and racial justice.

Job Responsibilities:

<i>Individual Giving System Development and Implementation</i>	75%
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<ul style="list-style-type: none">• Develop and implement an individual giving plan and system, including prospect identification, qualification, cultivation, solicitation, stewardship, and retention• Develop fundraising strategies to increase donor acquisition and retention, deepen donor engagement, and expand the base of support to ensure that income generated from individual giving fundraising activities meets aggressive fundraising goals• Strengthen and expand KIPP Metro Atlanta's current portfolio of individual donors by meeting with prospects, preparing informative written materials for the prospects, researching prospect background and history, and properly stewarding current donors• Provide the primary logistical and organizational support to keep donors and prospects connected, engaged, and involved• In collaboration with the board and development committee, build a pipeline of prospects and create a growing, diverse, and active portfolio of donors and prospects• Develop and maintain a portfolio of major donors and prospects, creating personalized cultivation and solicitation plans aligning organizational needs with donors' philanthropic interests and objectives• Establish portfolios for other Development team members and the Executive Director; establish systems and processes to ensure effective and consistent cultivation and stewardship practices across the organization	

- Support organizational leaders and board members with cultivation and solicitation, including outreach, preparing briefing documents, and supporting additional follow up as needed
- Initiate contact and secure 15+ face-to-face or virtual cultivation and solicitation meetings with donors and prospects monthly
- Lead cultivation and stewardship activities including, but not limited to, school tours, face-to-face or virtual meetings, and cultivation and solicitation events
- Manage prospect research by monitoring the philanthropic landscape, identifying and profiling prospective donors and new funding streams, tracking prospect outreach, and measuring outcomes in Raiser's Edge
- Partner with Development and Marketing/Communications team members to create materials and reports to keep donors engaged in events, programs or projects they have helped fund
- Partner with Development and Marketing/Communications team members to develop and execute end of year appeal
- Analyze giving data to identify trends, leverage strengths, and develop plans to address gaps
- Explore the feasibility of giving circles/levels and implement if desirable
- Regularly craft clear, compelling language for donor communications
- Work with cross-functional colleagues to develop strategy for identifying and advancing programs and work in need of financial support
- Use Raiser's Edge to track moves management for donors, track communications, and assist in data input of new donors, prospects, and contacts

Events & External Relations

25%

- Partner with the Director of Development to create new opportunities to introduce people to the work and mission of KIPP Metro Atlanta Schools (in-person or via technology)
- Work with the team to implement and execute events to involve new prospects and engage existing donors, including our two primary events - AYSTAK and Drafts & Diplomas
- Leverage annual fundraising event efforts through targeted and increased individual cultivation and outreach
- Support the External Relations Team and the KIPP Metro Atlanta Regional Support Team with other duties as assigned

Candidate Qualifications:

- Bachelor's Degree required
- Three or more years of experience in development/fundraising preferred
- Experience and record of success in planning and executing a comprehensive individual major giving program preferred
- Engaging, professional demeanor with strong self-confidence and initiative
- High-level interpersonal and relationship-building skills—especially an understanding of how to leverage networks and connections among people
- Demonstrated ability to use data, metrics, and storytelling to communicate KIPP's value and purpose to a variety of stakeholders and audiences
- Track record of developing strong, trusting, respectful relationships with others and building relationships across teams
- A grass roots mentality; flexibility and willingness to work both on broad-based strategy and everyday details
- Experience collaborating on program design and outcomes and integrating funders' interests into approaches
- Exceptional written and verbal communication skills for multiple audiences
- Clear and demonstrated passion for communicating mission and impact for the purpose of engendering investment and engagement
- Meticulous attention to detail and deadline-driven with an ability to produce high quality work in a dynamic environment
- Strong interpersonal skills with the ability to develop productive working relationships with diverse individuals and groups
- Demonstrated ability to manage multiple projects at the same time while producing high-quality results
- Team player capable of working both collaboratively and independently
- Exceptional organizational and time management skills and demonstrated ability to multi-task while maintaining high-quality work
- Strong judgment, analytical and problem solving skills
- Strategic thinker; ability to think critically about issues and solutions
- Strong interpersonal skills and customer service orientation

- Demonstrated professionalism and emerging executive presence
- Personal qualities of integrity, credibility, and commitment to the mission of KIPP Metro Atlanta Schools
- Proficiency in Microsoft Office applications required (Word, Excel, PowerPoint, and Outlook)
- Experience with Raiser's Edge a plus

Application Process

Interested candidates should submit an application, cover letter and resume online -

<http://kippmetroatlanta.org/apply.asp>

Compensation

Salary for this position is competitive and depends on prior experience. A competitive benefits package will also be offered.

Statement of Non-Discrimination

KIPP Metro Atlanta is committed to a policy of equal treatment for all individuals applying to the school. KIPP Metro Atlanta does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.