



## Individual Giving Specialist

*Released: January 10, 2022*

*For Hire by: February 1, 2022*

*Rates and Hours: \$45k annual salary; averaging 20 hours/week*

*Benefits: healthcare, unlimited PTO, access to arts facilities, professional development, on the job training, trauma-informed care training, conflict resolution training*

A unique opportunity for a strategic and proactive individual to advance this organization's mission, grow and diversify our funding base, amplify our work, and attract new supporters. Through research and best practices, identify, cultivate and solicit individuals for general operating support with an emphasis on connections through events, volunteer programs, and/or publicity.

The ideal candidate will have excellent communication and project management skills. They will have a full understanding of how to leverage relationships, special events and other systems (database, communications, website, etc.) to develop a donor prospect pipeline. They will also oversee internal systems related to key individual asks, including maintaining records, developing and integrating key fundraising messages within fundraising collateral, supervising prospect strategies and timelines, coordinating deliverables, ensuring a robust stewardship tracking process and participating in revenue projection and budgeting based on known and potential opportunities. Candidate will maintain regular contact with internal and external constituencies, including Development, members of Executive Management, Board, donors, etc.

Our Mission: **Firebird Community Arts empowers and connects people through the healing practice of glassblowing and ceramics.** We serve those who have been impacted by structural or individual trauma, including violently-injured youth, veterans, formerly-incarcerated individuals, undocumented and immigrant populations and Chicago Public School students on the South and West sides.

Our Values:

- Art is a tool for Social Justice.
- Art is Healing.
- Art is Community.
- Art is Growth.

**Please read more here:** <https://www.firebirdcommunityarts.org/who-we-are/manifesto>

### PREFERRED QUALIFICATIONS

- Desire to learn on the job and grow into leadership position
- Commitment to anti-racist, anti-patriarchal, emancipatory messaging and practice
- Social media communications experience
- Familiarity with CRM software, using data and reporting tools.
- Proactive with a commitment to curiosity and creativity
- Proven ability to write accessibly for a wide variety of audiences and outlets
- Exceptional interpersonal skills
- Collaborative with diverse team
- Comfortable engaging with youth
- Flexible and willing to perform additional support functions and other related assignments as needed
- Highly organized with the ability to manage multiple projects/tasks with deadlines
- Google Suite and Adobe Creative Cloud experience helpful



## **KEY RESPONSIBILITIES**

### **Individual Donors Responsibilities**

- Share responsibility with Executive Team and Executive Board Committees to increase Individual Giving by 20% in FY 2022.
- Provide strategy to enhance the scope and reach of the current donor base, to diversify the current funding base. This includes creating strategy around Identification, Cultivation, Solicitation, and Stewardship with proposed annual budget recommendations, monitoring and reporting plans and key benchmarks and dates.
- Identify, develop, and tap new donor prospects to fund the mission and specific programs. This includes developing an individual donor base and managing relations, producing briefing materials for donor calls and visits and managing all correspondence and reporting to prospects and donors.
- Ensure information related to fundraising strategies and activities, as well as other appropriate information related to individual donors/prospects are entered into the NEON CRM database.
- In consultation with the Administrative Team, identify effective segmentation and establish processes to improve data integrity. Evaluate and report the success of fundraising campaigns, including data on gifts, donor retention, acquisition costs for funds acquired, etc.
- Work with Executive Team to identify and develop appropriate print/online materials (brochures, promotional materials, appeals and online content) to support every aspect of the individual giving plan

### **Event Responsibilities**

Plan, implement and manage a comprehensive events strategy that includes a calendar outlining the planning for proposed activity, expected return on investment, and reporting expectations

- Work with Executive Team to identify and develop appropriate print/online materials (brochures, promotional materials, appeals and online content) to support every aspect of the events plan
- Strategy- Work with the board-led Events Committee as the main staff lead to develop annual events strategy with proposed annual budget recommendations, and key benchmarks and dates.
- Planning- Work with the board-led Events Committee as the main staff lead overseeing specific event planning such as sponsorships, logistics, and marketing.
- Implementation- Work the event. Oversee implementation of event, manage key relationship building and solicitation at the event
- Follow-Up- Develop and implement robust post-event stewardship plan
- Evaluate and Report the success of fundraising events, including data on financials, new donors, and survey feedback.