



Position Title: Individual Giving Officer
Report To: Development Director
Compensation: \$70,000 - \$80,000, FTE, benefits, salaried-exempt
Supervises: Database Coordinator

Summary:

WayForward Resources brings our community together to create food and housing security through action and advocacy, primarily in the West Madison, Middleton and Cross Plains areas. The Individual Giving Officer works with a team of development professionals to develop and implement philanthropic strategies with a focus on recurring gifts and individual mid level and major donor prospects. The Individual Giving Officer will manage a Database Coordinator who processes gifts and maintains the development database. All positions on the Development team work collaboratively within the team and also across teams with program and operations staff.

At WayForward, we believe in investing in employees so they can be successful and are interested in staying at the organization long term. We are committed to providing a positive work environment as well as the structure and resources needed for this position to succeed.

Job Responsibilities

The Individual Giving Officer will:

Play a team role internally and externally in carrying out WayForward’s fundraising vision in order to move our mission forward.

- Work with the Development team to implement individual giving strategic fundraising priorities in alignment with the strategic plan.
- Supervise a Database Coordinator who maintains development database integrity and processes to ensure the Development team can execute strategic priorities.
- Collaborate with the Development team to execute philanthropic goals within the organization.
- Participate in community events, meetings or conferences to promote WayForward, make meaningful connections and solicit donations.

Collaboratively support fundraising efforts with recurring and mid-level individual donors to help meet the individual giving budget.

- Design and implement development strategies for individual giving in collaboration with the yearly development calendar structure.
- Build structure around and plan strategic growth of the monthly recurring giving program.
- Continue the development and implementation of group stewardship strategies for first time donors, mid-level donor segments and major donor prospects.
- Manage a focused individual donor portfolio of donors and prospects.
- Maintain a comprehensive understanding of individual giving by entering interactions, managing database input, and analyzing data, both for use in ongoing evaluation of campaigns and activities, and forecasting for the annual budget.
- Facilitate strategic partnerships and fundraising initiatives in individual giving and community engagement.



We are seeking candidates who think **strategically** and **creatively**, and who have **communication** and **relationships building** skills. The ideal candidate will:

- Have experience working with individual giving, specifically donors who give \$1,000 and above, and be comfortable with a variety of gift vehicles.
- Have experience collaborating with a team of skilled professionals.
- Have experience in managing at least one employee.
- Enjoy talking with the community, prospects and donors about their interests and passions
- Demonstrate a strong connection to the mission of WayForward.
- Be willing to engage in personal and professional work around cultural competency and knowledge of racial justice values and community centric values, as well as speak to these values, when appropriate, when talking with donors.
- Have experience working with a donor database, be able to run detailed data analysis and formulate actionable plans based on data. WayForward uses Bloomerang and FundraiseUp.
- Be flexible and creative, understanding that when working with the community, needs and variables can change rapidly.
- Have experience using and mastering a variety of types of technology-based tools, including experience with Microsoft and Google and have the ability to learn other tools independently.
- Represent WayForward's values when interacting in the community.
- Be able to navigate a fast-paced work environment, set strategic priorities, balance several projects at once and meet critical deadlines, while creating and following processes that keeps workflow organized and efficient.

To perform this job successfully, an individual must be able to perform each job responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Staff Core Competencies:

At WayForward, no matter the role, we all are stewards of community resources, using them to best serve clients towards our mission and vision. To do this, we bring community members, both donors and volunteers, together to create a lasting impact. The Individual Giving Officer is an integral part of WayForward's team and all staff must demonstrate specific core competencies.

Working Conditions:

Physical Requirements: Mostly sedentary work, exerting up to 25 lbs. of force occasionally or a negligible amount frequently. Occasional evening and weekend work is required.

To Apply:

Please submit your cover letter and resume to Valerie Cavanagh, Development Director, at valerie@wayforwardresources.org by Sunday, March 29, for best consideration.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.