



**Position: Individual Giving Manager**

**Reports To:** Sr. Development Director

**Education:** Bachelor's degree or 10 years' experience equivalent

**Relevant Work Experience:** 5-7 years' experience

**Schedule and Status:** Full-Time, hybrid

**Salary:** Competitive and Negotiable

**Application Link:** <https://jobs.gusto.com/postings/ronald-mcdonald-house-charities-of-central-texas-inc-individual-giving-manager-82ab29c6-10bb-4224-80fa-7db7bcf532c7>

**Overview:** The Individual Giving Manager (IGM) is a full-time salaried position reporting to the Sr. Development Director. The IGM is a strategic thinker and relationship builder responsible for leading all individual giving for the organization, including annual donors \$1,000 - \$25,000. The IGM is responsible for management of the Family Support (monthly donor) Club and Champions of the House giving circles.

**Essential Functions:**

1. Develop and lead a comprehensive donor cultivation and stewardship program that has a strategic approach to each phase of the donor development cycle. Manage a portfolio of prospects and directly solicit gifts on behalf of the organization.
2. Develop and execute a strategy for donor retention and re-engagement of lapsed donors.
3. Lead and grow the monthly recurring donor program, Family Support Club, from cultivation to stewardship, including Champions of the House giving circle.
4. Work in collaboration with the Donor Database Manager to develop and maintain donor segmentation, donor data hygiene, and data analytics that inform donor retention strategy, predictive giving capacity that results in improved outcomes and decision-making.
5. Develop a tailored engagement plan that identifies, cultivates, stewards, and solicits individual donors to secure sponsorships, partnerships, and contributions, building long-term relationships that align with organizational goals and funding priorities.
6. Represent RMHC CTX as a mission speaker at events and community functions.
7. Maintain involvement with external organizations and professional groups that may provide continuing education and connection for relationship building with donors/supporters.
8. Work in conjunction with the Volunteer Coordinator and Community Engagement Coordinator to identify volunteers for further cultivation and stewardship.
9. Participate in bi-weekly moves management meetings and work with other Development team members to identify prospective capital campaign, event, and other major donors. Cultivate, steward, and solicit mid-level and major donors.

**Requirements:**

1. Passion for the mission of Ronald McDonald House Charities of Central Texas.
2. Demonstrated ability to build relationships and develop partnerships within supporters. Demonstrated experience soliciting donations required.

3. Strong organizational skills with the ability to manage multiple priorities while working both independently and in a team environment.
4. Excellent written and verbal communication skills.
5. Advanced knowledge of Microsoft Office required; experience with donor databases and fundraising software is required (Bloomerang preferred).
6. 5-7 years of prior experience in development/fundraising.
7. Reliable transportation to travel between RMHC CTX program locations as needed.
8. Excellent interpersonal skills and the ability to connect with diverse individuals.
9. Comfortable with change and strong aptitude for adaptability, flexibility, and process improvement.
10. Ability to work flexible hours, including evenings and weekends, based on program needs. Attend all events as support including but not limited to Bandana Ball, Starlight Affair, Friends of the House, and other 3<sup>rd</sup> party events. Participate in post event activities including stewardship.
11. Commitment to ensuring families receive exceptional care and comfort during their stay.
12. Highly collaborative, innovative, and driven by process improvement and organizational efficiency.
13. Must maintain discretion with regard to confidentiality and privacy.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to work off shift hours when needed.

RMHC CTX is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace where all employees feel valued, respected, and empowered.

We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other protected status under applicable federal, state, or local laws.

Our hiring, promotion, training, compensation, and employment practices are designed to ensure equal opportunity for all applicants and employees. We strive to maintain a work environment free from discrimination, harassment, and retaliation, and we actively promote policies and practices that support diversity and inclusion.