



Individual Giving Manager Position Description

The Michigan Center for Youth Justice (MCYJ) is seeking to hire a part-time contractual *Individual Giving Manager* to join our dynamic team of staff and contractors. The Individual Giving Manager will work closely with the current development team (the Executive and Deputy Directors and contractual development consultant) to provide leadership and oversight for the MCYJ's major gifts and annual campaign strategies to ensure we meet or exceed annual revenue targets for individual giving.

MCYJ is a private nonprofit organization dedicated to advancing equitable youth justice policies and practices that protect young people and help them achieve their full potential. Our vision is a fair and effective youth justice system for Michigan's children, youth, and young adults.

ESSENTIAL DUTIES/RESPONSIBILITIES

- **Prospecting and Cultivation:** Oversee prospecting and donor research for individuals and identify prospective donors. Strategize and work with the development team to implement cultivation techniques to inspire prospective supporters to become major donors and grow the number of new major prospects qualified.
- **Relationship Management and Stewardship:** This position will successfully steward our portfolio of current donors, including developing and implementing an individual engagement plan for major donors; develop new relationships and build on existing relationships, improving donor retention through a meaningful stewardship strategy; leverage Executive Director and Board Members in these efforts; and use tactics such as site visits, friend-raisers, face-to-face meetings with Executive Director, events, etc., to generate new and increased gifts.
- **Strategic Planning and Analysis:** Help build the annual strategic development plan. Manage progress toward funding goals with the use of a fundraising database. Using existing donor data, develop a growing historical record of individual giving that will inform and guide future appeals, events, etc.
- **Oversee Annual Giving Campaign:** Oversee the strategy and execution of the annual giving campaign, ensuring all pieces work together and are executed successfully, including integration with the story/messaging for online and mailed appeals. Collaborate with the communications coordinator and development team to ensure all pieces of the plan are executed and meet deadlines.
- **Other Duties as Assigned:** Work with the development team on projects as assigned.



REQUIRED SKILLS & EXPERIENCE

- Minimum of five to seven years of experience in fundraising or transferrable related skills (business development, sales, nonprofit management, relationship management, volunteer management).
- A Bachelor's degree or commensurate experience.
- Proven track record in successfully soliciting and closing gifts.
- Excellent written and verbal communication skills and strong interpersonal skills.
- Experience organizing fundraising campaigns and/or managing portfolios.
- Experience with, or knowledge of, community-centric fundraising practices.
- Passion for, or interest in learning more about Michigan's juvenile justice system.

OTHER SKILLS AND ABILITIES

- Self-starter with the ability to prioritize multiple projects and deadlines simultaneously.
- Problem solver, flexible, and adaptable.
- Attention to detail, including proofreading and project follow-through.
- Strong computer skills, including demonstrated proficiency in Google Suite (Sheets, Docs, etc.) and donor database software.

WORK CONDITIONS

- This contractual position is considered fully remote, with welcome presence in our Ann Arbor, MI office at any time.
- Must possess a cellphone, laptop, and reliable internet.
- This position will report directly to MCYJ's deputy director and work closely with the executive director and contractual development director.

SALARY

- This is a contractual position (term aligned with a July to June fiscal year), with the potential for annual renewal and eventual consideration of employment.
- Pay is \$35 to 45 per hour, depending on experience, with hours expected to average 15 per week.

APPLICATION

Please email your resume and a cover letter to Heidi Frankenhauser, Deputy Director, at hfrankenhauser@miyouthjustice.org, and share how you learned about the position. No phone calls, please. Applications will be considered on a rolling basis.

MCYJ is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of race, religion, color, national, social, or ethnic origin, age, sex, sexual orientation, record of arrest or conviction, gender identity or expression, height, weight, physical disability, military and veteran status, family or parental status.