Individual Giving Officer

**Position:** Individual Giving Officer  
**Reports to:** Development, Events, & Communications Team Lead  
**Location:** Greater Seattle Area  
**Position type:** Full-time; Exempt  
**Salary:** $77,300-$79,800  
**Benefits:** 23 days paid time off, 11 paid holidays, flexible, family-friendly schedule, medical (zero-deductible HMO and PPO options), retirement, dental, short- and long-term disability, life, and AD&D insurance, with RVC covering over 90% of the costs of the insurance package. Transit Orca card available as well.  
**Start date:** December 2023

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**About RVC**

RVC strengthens the power of black, indigenous, and people of color in order to create a more equitable society through capacity-building, leadership development, and operations support. We accomplish this through our core programs and services as well as through leading partnerships with community members and organizations of color. These members and organizations provide support services tailored to the strengths and needs of the communities they serve. For this reason, people of color are encouraged to apply to our job postings.

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**Summary of position**

This position centers building upon and creating additional capacity in relationships with existing and future donors, constituents, funders, and community members. The role involves interacting with our individual donors on a daily basis (through various channels), leading RVC’s digital campaigns, and building donor program(s) as part of cultivating RVC’s donor community.

The ideal candidate would be a passionate, authentic storyteller that enjoys building community with and among RVC supporters. Someone who thrives in a creative, detail-oriented environment, and feels equally comfortable interacting one-on-one as well as thinking strategically about engaging across donor communities. Additionally, our ideal candidate works well in a highly collaborative environment, is skilled at giving and receiving feedback, and can act as a confident decision maker for their respective areas of work.
Skills Required

- 2-3 years experience with managing a personal portfolio of individual donors; prospecting, stewardship, relationship building, making direct gift asks, data management, and
- Experience creating and executing digital fundraising campaigns
- or
- Equivalent experience in:
  - Creating email campaigns
  - Storytelling to broad and diverse audiences
  - Creating connections in the development space
  - Growing a program/network of donors

Qualities of a successful Individual Giving Officer

- Relationship driven
- Anti-racist, with a commitment to changing practices based in white supremacy in the fundraising field over time
- Passionate storyteller, in person and in writing
- Collaborative
- Strong project management skills

Essential Responsibilities

Individual Fundraising (50%)

- Successfully manages a current and prospective donor profile in alignment with fundraising strategic plan and with the support of Development staff. This area of work includes:
  - Manage donor profile of gifts ranging from $1-$999
  - Engage with Lapsed donors
  - Compose compelling, personalized written and verbal stories to share with donors through various channels and formats (from donor updates to gift solicitations)
  - Engage in timely verbal and written communication with donors, from establishing relationships to thank yous and event follow-up
  - Maintain relevant donor information in fundraising database, Bloomerang, including donor records, prospect research, engagement, and all other pertinent information
- Build out monthly donor program, Unicorn Giving Club, by:
  - Ideating and building an ethos and identity around the monthly donor program
  - Implementing light programming (or other types of engagement) throughout the year
● Collaborate with Development and Communications staff to:
  ○ Analyze and segment constituent donor pools to:
    ▪ Inform fundraising trends and forecasting
    ▪ Develop compelling donor communications (across various channels)
  ○ Utilize new and existing donor data to focus on acquisition, retention, and upgrading the donor lifecycle

**Digital Campaign Lead (30%)**
● Collaborate with Development and Communications staff (as mentioned above) to strategize, develop, and implement 3-5 digital campaigns in a fiscal year
  ○ Collaborates in creation of digital campaign theme and feel
  ○ Leads the writing and production of digital campaign-related materials including but not limited to: campaign copy, marketing/promotional materials, and gift acknowledgements
  ○ Assembles other DEC or RVC staff to support the implementation and/or success of the campaign as needed,
  ○ Ensure the full and accessible documentation of campaign processes, decisions, and outcomes

**DEC Team Operations (10%)**
In addition to the general organizational operations below, the following responsibilities are expected of all DEC team members:
● Facilitate, lead, or participate in DEC team meetings and retreats
● Take a “all hands on deck” approach to implementing events and campaigns during their execution phase
● Participate in ensuring data integrity and accuracy as stated by DEC team guidelines
● Support the building of a “culture of philanthropy” at RVC
● Provide meaningful feedback and team support to fundraising and communication campaigns and events
● Demonstrate commitment to Pro-Blackness work and activities on the DEC team

**Organizational Operations (10%)**
*These are organization-wide responsibilities. All staff hold the following responsibilities:*
● Submit and track program expenses based on RVC protocol.
● Collaborate with staff in making key strategic decisions affecting RVC’s future
● Engage in deep professional development
● Participate in staff meetings, attend community events, and otherwise contribute to strengthening the deep roots within our community, both internally and externally
● Commitment to our mission and our values of **Equity, Integrity, Community, Action, and Transformation**
Salary Structure
Salary offer will be dependent on experience, and calculated transparently with the final candidate using an equitable salary calculator used by RVC. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked.

Background Check
A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

Accessibility Accommodations
RVC offers accommodations, upon request, for folks with disabilities during the application, interview, and hiring process (such as forms in alternate formats or interpretation services during the interview). RVC recognizes that employees with physical or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions, and provides those accommodations to all its employees when needed.

If you require accommodations during the application or interview process, please contact hr@rvcsæattle.org.

Equal Opportunity Employer
RVC is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact info@rvcsæattle.org.

Our Hiring Process & Timeline:
We will review applications on a rolling basis until the position is filled.

● We will begin scheduling phone interviews in October 2023
● We will hold one-hour first round interviews as soon as October 2023
● Finalists will be invited to final interviews in October - November 2023
   o If you are invited for a second round interview, we will ask for work sample(s) relevant to this position (e.g. mock campaign outline, a writing sample, donor email) and will provide you with scenario questions to prepare for prior to the interview
● We will make an offer shortly thereafter. We would like to have the selected candidate start in December 2023