



CHIRLA
Coalition for Humane
Immigrant Rights

JOB DESCRIPTION

POSITION: Individual Giving Manager

SALARY: 60,000 - \$65,000

CHIRLA offers an excellent benefit package, which includes generous time off benefits, 401K Plan, health, dental and vision plans.

TYPE: Regular Full-Time

REPORTS TO: Development Director

CLOSING DATE OF THIS POSITION: Open Until Filled

The Coalition for Humane Immigrant Rights (CHIRLA) is the largest immigrant rights organization in the state of California with headquarters in Los Angeles. CHIRLA is a California leader with a national impact, made of diverse immigrant families and individuals, who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA was founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. *CHIRLA's mission is to achieve a just society fully inclusive of immigrants.* As a membership based organization, CHIRLA's work includes community education and outreach, legal services, advocacy around issues affecting immigrants and refugees, organizing and leadership development.

POSITION DESCRIPTION:

CHIRLA is seeking a full-time Individual Giving Manager with experience. This position will work closely with the Development Director, the Executive Director and Board of Directors on securing gifts of all sizes. Under general direction and supervision of the Director of Development, this position will be the lead for the development, implementation and evaluation of strategies to engage and retain individual donors at various levels of giving capacity.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Manages all aspects of the donor relations, including the development and implementation of plans for regular phone, in-person, mail or electronic communications.
- Leads the management and coordination of activities to deepen CHIRLA's relationships with existing individual donors at all levels, develop relationships with new individual donors, and solicit financial support from current and potential donors.
- Develop and implement strategies to move assigned prospects through the gift cycle, with a particular emphasis on prospect qualification, retention, renewal, and upgrades.
- Participates in planning and implementation of donor-centered events, including open houses, donor briefings, and CHIRLA's annual fundraising events.
- Develops a Monthly Giving program, and upgrading campaign for recurring donors.
- Supports the development of Friends of CHIRLA.
- Develops retention campaign for one-time CHIRLA donors.
- Leads #GivingTuesday Campaign.

- Leads the development, planning, execution of Year-end Individual Giving Campaign.
- Creates an annual communications calendar to target existing donors and prospects.
- Creates all fundraising appeals and plan for multichannel communications and coordinates with other departments regarding the scheduling of donor communications and appeals.
- Reviews key communications to make sure the language is donor-centered.
- Oversees staff for data entry and gift acknowledgement processing. Implements donor segmentation.
- Leads and manages donor stewardship strategies with the support of Development Associate and Development Intern.
- Creates and executes a strategy for donor research and utilizing the existing CRM data to mine for donor prospects for annual gifts, major gifts, planned gifts and special gifts.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree required. Master degree preferred.
- 3-5 years of donor-centered fundraising experience; tangible experience of having solicited and closed five-figure gifts.
- Demonstrate excellent interpersonal skills to relate to donors, volunteers and colleagues, and ability to maintain confidentiality when necessary.
- A professional and resourceful style, highly organized, detail oriented, with ability to take initiative, work independently, and cooperate in a team setting showing respect for all, and emotional maturity.
- Excellent verbal and written communication skills.
- Excellent attention to detail, accuracy and thoroughness.
- Experience with planning and executing special events (minimum of 300+ guests).
- Ability to work under tight deadlines, in a fast-paced environment, and be flexible when last minute priorities arise.
- High degree of personal integrity; excellent dependability and reliability.
- Adept at using technology, including Google suite, and CRM systems (Salesforce preferred).
- Available to work occasional evenings and weekends.
- Experience in social justice work and/or immigrant rights a plus.

**To apply, send résumé and cover letter to; jobs@chirla.org
Subject line should read; **Individual Giving Manager****