



## INDIVIDUAL GIVING MANAGER

### COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. Feeding Tampa Bay is a food bank committed to building community awareness and creating an efficient food distribution network in a 10 county area.

### SUMMARY

The Individual Giving Manager, working with the Director of Development, is responsible for cultivating individual donors to strengthen existing relationships and increase giving levels. As an integral part of the fundraising team, the Individual Giving Manager will cultivate, steward, and expand the relationships between the organization and its donors at all levels – with a particular focus on mid-level/major donors and prospects.

### JOB OVERVIEW

Contact: Karen Griffin

Email: [kgriffin@feedingtampabay.org](mailto:kgriffin@feedingtampabay.org)

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build and manage a strong portfolio of individual prospects and donors, paying attention to the balance between discovery, cultivation, solicitation, and stewardship.
- Research and analyze individual donors and prospects in order to develop strategies for gift growth and acquisition – including post event follow up and conversion.
- Assist in building capacity for online solicitation platforms.
- Manage and expand FTB's ForkLifter Program (individual monthly donors).
- Design and implement donor appreciation and cultivation events and activities as appropriate.
- Maintain integrity of donor database (Donor Perfect) as it relates to donor relations prospect file.
- Supervise the CFC Program (Combined Federal Campaign) for FTB on an annual basis.
- Represent FTB in the community and to other local, statewide, and national organizations as directed.
- Evaluate the impact of internal and external forces on FTB and its individual fund development; recommend short and long-term fund development plans and programs.
- Keep informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; inform the Director of Development, Development Committee and Board on current trends, issues, challenges and activities in order to facilitate policy making.
- Help ensure development and maintenance of appropriate systems to assist with fund development including, but not limited to; volunteer and donor management, research and cultivation, gift processing and recognition.
- Foster a culture of philanthropy and lead staff and volunteers to institutionalize philanthropy within FTB.
- Help establish performance measures, monitor results and help the Executive Director, Director of Development, and Development Committee and Board evaluate the effectiveness of FTB's fundraising program.
- Other duties and responsibilities as assigned.

**EDUCATION and/or EXPERIENCE:** B.A. degree preferred; or five years' professional experience and/or equivalent combination of education and experience in appropriate field. Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment. High level of proficiency using Microsoft office (Outlook, Word, PowerPoint, and Excel). Proficiency in Development software (including, but not limited to DonorPerfect, Classy and PayPal). Cheerful, outgoing personality and great telephone "presence". Proficiency in creating and editing documents using Word and Excel and utilizing Outlook for electronic mail communications. Excellent oral, written and interpersonal communication skills. Ability to work as part of a team and independently. May be required to work some weekends and/or adjust work schedule to meet deadlines. Exercise good judgment and discretion; strong ethical character capable of handling confidential information. Committed to organizational mission of ending hunger. Generous sense of humor required.

Interested applicants send resume and contact information to [KGriffin@feedingtampabay.org](mailto:KGriffin@feedingtampabay.org)