



## OPERATION GRATITUDE Position Description

<b>JOB TITLE:</b>	Director, Individual Giving
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	Chief Development Officer (CDO)
<b>LOCATION:</b>	Remote
<b>TRAVEL:</b>	5%

### MISSION + VISION:

**Mission:** Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

**Vision:** We are focused on a future where all who serve believe the American people care

### THE OPPORTUNITY:

Operation Gratitude is looking for an experienced Director of Individual Giving to join our team and help to maximize our individual giving program. Reporting to the Chief Development Officer, this individual will be responsible for building out the organization grassroots donor program and identify and cultivate relationships with individual donors, including legacy giving opportunities. This role strategizes and manages a team of two and is responsible for all individual giving, digital fundraising initiatives, corporate and individual foundations and grants.

### KEY RESPONSIBILITIES:

- Oversee the annual development and implementation of a detailed individual giving and planned giving fundraising plan.
- Identify, qualify, and prioritize prospects through research, screening, and discovery meetings.
- Create annual goals and an engagement plan for each of Operation Gratitude's donors and prospects based on organizational priorities, the individual's interests and history of giving.
- Work closely with Director of Volunteer Engagement to engage, activate, and support volunteers who have giving desire or capacity.
- Identify, develop, and cultivate a prospect pipeline as part of Operation Gratitude's evolving fundraising strategy.
- Prepare written proposals, donation agreements, pitches, and other materials needed to define, and secure major gifts.
- In conjunction with CDO, design and implement a planned giving program that enhances legacy gift giving to the organization.
- Oversee online content development for all individual donor-related communications with significant input from CDO, communications team, and program staff, including retention and increases in monthly or annual giving.
- Create an appropriate stewardship plan to maintain ongoing relationships with donors who have made planned giving commitments.
- Provide support and management to direct reports as appropriate to develop their skills in online fundraising, donor cultivation and stewardship.

- Track and report progress using specific metrics.
- Other duties as assigned.

#### **KEY REQUIREMENTS:**

- Robust business and nonprofit expertise; experience setting ambitious goals and achieving results.
- Creative, results-oriented and relationship-driven.
- Has a proactive and creative outlook creating and towards growing an individual giving program.
- Ability to establish, cultivate and steward relationships with current and potential donors to build partnerships.
- Innovative, self-motivated, able to manage multiple projects well, working both independently and as a team member.
- Exceptional interpersonal, written, and oral communication skills.
- Strong organizational and time management skills.
- Ability to travel as necessary.

#### **QUALIFICATIONS:**

- Bachelor's Degree required.
- A minimum of seven years of experience in development or fundraising in nonprofit organizations.
- Successful experience in the donor cycle – prospecting, cultivation, solicitation, recognition, etc.
- Ability to build personal relationships with donors.

***SALARY RANGE IS HIGHLY COMPETITIVE (\$80,000-\$100,000 DOE) AND COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE. A comprehensive benefits package will be offered.***

***Location: Remote***

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***Operation Gratitude is an equal opportunity employer***

***For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)***

***To apply, please email your resume and cover letter to [resumes@operationgratitude.com](mailto:resumes@operationgratitude.com)***