

Global Greengrants Fund
June 2010

Position: Individual Giving Director
Supervisor: Associate Director
To apply: Please send cover letter and resume to jobs@greengrants.org and specify 'Director of Individual Giving' in the subject line. No phone calls please.
Position is open until filled.

Global Greengrants Fund is a public foundation that supports grassroots activists and civil society organizations working to address environmental and social justice issues primarily in the global south. The Global Greengrants Fund believes that grassroots activism is key to solving seemingly intractable problems and halting cycles of poverty, powerlessness and environmental destruction. Working with an international network of advisors, we help overcome the barriers to grassroots grantmaking by identifying viable and effective organizations and providing small grants to these organizations at minimal cost. These grants offer hope and tap the energy of communities where other sources of support are scant at best, or completely unavailable. In 2009 we awarded approximately 700 grants in over 100 countries.

Position Overview: In 2011, Greengrants has a fundraising goal of \$5.2 million, 30% from annual individual “major” gifts, above \$5,000. Individual giving is seen as the single greatest area for revenue expansion at Greengrants. The Director of Individual Giving will have primary responsibility for the development and implementation of a strategic individual gifts program that includes major gifts, annual fund gifts, donor services and programming, and aid in the strategic development of individual giving communications. The position will have primary solicitation responsibility for a geographically focused portfolio of donors, and will also supervise two Donor Relation Managers who each maintain portfolios of donors and aid in the development and execution of donor programming. The Director of Individual Giving works closely with the Associate Director and CEO and is a member of an 8 person development team led by the Associate Director. This position will require significant domestic and some international travel.

Responsibilities:

1. Primary responsibility for the Individual Giving program within the Greengrants Development Department and the annual associated revenue goals for the program.
2. Develop strategic growth plans to expand the Individual Giving program through increased annual fund giving, strategic lifetime gifts, and other individual giving strategies. Provide vision and leadership to take the Individual Giving program to the next level of growth.
3. Develops “moves management” goal and strategy for each donor within a portfolio of approximately 50 of Greengrants’ most valuable donors. Maintains regular personal contact with these donors through telephone, personal visits, notes, and e-mail in order to build a relationship that will benefit both the donor and the organization's fundraising goals. Regularly evaluates the propensity of the donors in the portfolio to give and identifies the best fundraising approach to facilitate a gift that will maximize income to Greengrants and benefit to the donor. Solicits the donors for strategic gifts depending on this analysis of the donor's

situation and a solicitation cycle that is tailored to their convenience and preferences.

4. In close collaboration with the Associate Director, leads the strategic development of donor programming and services, including but not limited to: cultivation and fundraising house parties and events; donor study tours; donor conference calls; targeted communications pieces and solicitations.
5. Works within various philanthropic and social networks to identify and qualify new prospects to fill the pipeline, with a goal of approximately 50 “A-list” prospects within the portfolio for ongoing cultivation and engagement.
6. Supervises and mentors the Donor Relation Managers, aiding in the development of donor cultivation and solicitation strategy for their portfolios. Shares in the goal setting and strategizing around the development of the Individual Giving program.
7. Works closely with the CEO and Associate Director to execute solicitations and build relationships with donors across the organization.
8. Keeps meticulous track of the information learned about Greengrants donors and enters that information into the organization's electronic and paper donor files in a timely manner. Ensures the information about the donors in the portfolio is complete and accurate in all systems.
9. Works with the Associate Director to development the annual departmental budget for the individual giving program
10. Works with the program staff and the rest of the development team to maintain a level of functional expertise on issues of environmental and social justice within our network. Participates regularly in ongoing organizational learning opportunities aimed at the same.

Requirements:

- Minimum of eight years fundraising experience, including at least five of individual gift solicitation, preferably within a social justice framework.
- Demonstrated success in soliciting high-level donors and building relationships;
- Exceptional verbal communication and interpersonal skills;
- Strong written communications skills, some grantwriting experience a plus;
- Experience with event planning or donor service programming;
- General understanding of and interest in international ‘Global South’ socio-environmental issues;
- Demonstrated management experience
- Demonstrated experience in MS Office, and database management tools and demonstrated aptitude for learning other software applications;
- Ability to work independently and as a team member;
- Knowledge of Raisers Edge fundraising software a plus;
- Knowledge of a second language a plus;
- Ability to travel at least 40% time required.



GLOBAL
GREENGRANTS
FUND