

**Job Announcement: March 21, 2019**

**Position Title:** Individual Giving Associate  
**Reports to:** Major Gifts & Planned Giving Officer  
**Location:** Chicago, IL

**Organizational Overview:** The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

**Position Overview:** As a member of the Development team, the Individual Giving Associate will provide critical, detail-oriented support for stewardship communications and management activities, including writing stewardship materials, managing donor recognition programs, and providing database support. This position will expand the Annual Fund Program through donor prospect identification and acquisition, as well as assisting in the implementation of the major gifts strategy.

**Responsibilities:**

*These responsibilities describe the general nature of the work to be performed and should not be construed as an exhaustive list of responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Manage, cultivate, and solicit a portfolio of annual fund donors with gifts between \$1 - \$499
- Track donor activity, cultivation/stewardship plans, and next steps in donor database
- Staff the Professionals' Council executive committee and membership base and manage communications (group of 30+ members)
- Compile weekly activity and assignment reports tracking progress against special written communications and actions
- Support MGO with donor meeting preparation and follow-up
- Assist with compiling annual report and website donor list preparation, verification, editing, and coordinating
- Manage recognition vehicles for giving societies
- Coordinate and complete execution of the Spring appeal and Year-End Appeal in collaboration with the Communications team

- Coordinate donor/prospect follow up and cultivation strategy after signature events
- Assist in staffing and coordinating donor and volunteer committees (e.g. Planned Giving Council, Planned Giving Leadership Group) including the logistical coordination of meetings and events
- Conduct donor prospect research and track prospect information for MGO and development team
- Maintain the privacy of donors' personal and financial data
- Provide support to staff in the planning and execution of a range of fundraising and other events as needed
- Other duties as assigned

**Requirements:**

*While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within the context of a moderately noisy office. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.*

- Minimum two years of fundraising experience
- Minimum two years of administrative experience working with donor databases; familiarity with Raiser's Edge, Salesforce, and/or CIVICRM databases a plus
- Demonstrated track record of creating and maintaining strong client relationships
- Meticulous attention to detail and accuracy; excellent oral and written communication
- Ability to work easily with volunteer leadership and constituencies
- Computer literate with strong skills in MS Office products
- Ability to prioritize and work under pressure, with a flair for creative problem solving
- Excellent interpersonal skills; ability to work well with staff, volunteers, and other internal departments
- Availability to work evening events as needed
- A deep commitment to the vision, mission and values of the Shriver Center

**Salary/Benefits:** This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

**Opening/Closing Date:** Open immediately, closed when filled.

**Applications:** Send a cover letter and résumé to Andrea Porter at [hr@povertylaw.org](mailto:hr@povertylaw.org).

Visit [www.povertylaw.org](http://www.povertylaw.org) for more information about the Shriver Center.

