

Position: Philanthropy Manager

Status: Non-exempt, Full-time

Salary: \$21.15 - \$23.08

Reports to: Chief Philanthropy Officer

About YWCA Central Carolinas:

YWCA Central Carolinas is a nonprofit on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. We achieve this through a variety of programs, including transitional housing for women and families facing homelessness, youth literacy programs for children from low-income households, racial justice and advocacy initiatives that educate and mobilize our community, and a co-ed fitness center that empowers our neighbors and serves as a portal into our mission.

Position Objectives:

This position designs and implements strategies for grant writing and developing new grant opportunities. Assumes significant responsibility for writing grants and their submission in coordination with the Chief Philanthropy Officer; organizes and maintains The Raiser's Edge database records and reports. Other responsibilities include processing confidential donor receipts and acknowledgements, and donor pledge renewals; preparation of reports for major gift prospects; helps with coordinating special event and management of direct mail.

Duties and Responsibilities:

Core Competencies

- A fundamental respect for the dignity of others. Works collegially and is a proven team builder.
- An innovator, capable of creating or seizing opportunities to improve service effectiveness and client outcomes and builds strategic partnerships with other organizations.
- Understands and values quality improvement; pursues efficiency and effectiveness and ensures compliance with all regulatory and contractual obligations. Able to effectively address overlapping projects and deadlines. Adaptable and reliable in the face of conflict, crisis or changing priorities.
- A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and encouraging contributions by all team members.
- Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external relationships: employees, program participants, Board of Directors, and supporters.
- Ability to maintain confidentiality in dealing with donations and the use of utmost tact and diplomacy in dealing with donors, Board, staff and volunteers.
- Self-starter who is friendly, customer focused, has above average oral and written communication skills and is knowledgeable about all programs of YWCA Central Carolinas.

Maintains High Work Standards

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.
- Demonstrates knowledge and skill for general aspects of the job.
- Adheres to organizational policies and procedures, including consistent attendance and punctuality

- Completes work in a timely and consistent manner.

Leads Grant Process

- Manages the grant process from beginning to end, including writing grant applications, compiling program information, filing required reports, maintaining calendars and tracking information in a timely and effective manner.
- Manages relationships with grant funders and ensures ongoing stewardship by appropriate staff.
- Actively researches new grant opportunities and analyzes funder giving patterns and guidelines to make grant recommendations to Chief Philanthropy Officer.

Manages Donor Systems and Stewardship

- Manages donor information in The Raiser's Edge database, including gift processing and acknowledgement, data entry and extraction, reporting and analysis of data. Ensures that relevant data and donor information are consistently and correctly entered. Maintains database policies and procedures for the organization.
- Leads acknowledgment and pledge processes, including acknowledging all gifts within a timely manner and processing pledge payment reminders.
- Coordinates and pulls all mailing lists for appeals and stewardship as well as other reports as needed.
- Researches and makes recommendations regarding use of RE features to support department goals, maximizing YWCA's usage of data.
- Leads the stewardship process for individual donors, ensuring that donors are thanked by the appropriate staff and/or board member on a consistent and ongoing basis. Manages board members in their stewardship of individual donors.
- Acts as the face of customer service for donation processing questions, ensuring that donors receive prompt, accurate, and gracious communication regarding their donations and pledges.

Supports Special Event Coordination

- Effectively assists in planning and implementing special events, including stewardship and fundraising events as well as racial justice events. Supports Chief Philanthropy Officer in coordinating a variety of event logistics.
- Manages table host process for annual fundraising event, including maintaining accurate records of table attendees and fundraising results and serving as point-person for table hosts.
- Coordinates nomination and award selection process for annual stewardship event, Women of Achievement.

Education and Experience:

Bachelor's Degree in Business, Communications or related field and a minimum of two years of experience in non-profit philanthropy required. Excellent organizational and communication skills, both oral and written, required; as well as computer data entry, records management and proficient in Microsoft Office suite. The Raiser's Edge fundraising software experience, preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to



enable individuals with disabilities to perform their job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.

Benefits:

Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Long-Term Disability Insurance

Short-Term Disability Insurance

Flexible Spending Account

Dependent Flexible Spending Account

Paid Holidays (per schedule in the employee handbook)

Paid Time Off (refer to accrual schedule in the employee handbook)

403(b)

YWCA Retirement Fund (7% contribution made on your behalf after 2 years of employment)

Employee Assistance Program

Free YWCA Fitness Center Employee Membership (discounted family membership available)

Other Information:

YWCA Central Carolinas **strongly prefers** staff have full COVID-19. Employment at YWCA Central Carolinas is contingent upon a successful background check, reference check and a clear drug screen. If applicable to the position, YWCA Central Carolinas employment may be contingent on a candidate meeting driver approval criteria as determined by Motor Vehicle Record background check. The YWCA is a Drug Free/Alcohol Free environment. Employees are subject to random drug screening.

YWCA Central Carolinas fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation and other benefits related to employment based on qualifications and we will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, age, sex, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status or any other legally recognized protected basis under federal, state or local law.

To apply, please go to our web site: <https://ywcacentralcarolinas.org/work-with-us/>