

AMERICAN ACADEMY IN ROME JOB DESCRIPTION

Title: Individual Giving Manager

Date: October 2017

Department: Development

FLSA: Exempt

SUMMARY:

The Individual Giving Manager is responsible for planning, coordinating, and implementing cultivation and stewardship of the Academy's individual donors. In this role, the Manager will track prospects and strategize on and implement approaches to prospects and donors and build the individual donor base, working closely with the Academy leadership.

The Manager will also serve as the key liaison for alumni and for the Patrons, a major gifts group that provides essential support to the Academy. In this role, he/she will be responsible for developing programming, growing membership, and stewarding members. The Individual Giving Manager is the primary point of contact for alumni and the Patrons and will manage all aspects of their relationship with the institution.

RESPONIBILITIES:

- Serve as the key liaison to Patrons group:
 - Research, identify, cultivate, and solicit new members, working with senior staff and Trustees
 - Develop materials and marketing strategy
 - Develop and implement 10-12 special events annually
 - Draft proposals and correspondence to members, including renewal letters
 - Ensure fulfillment of benefits
 - Maintain and update member records
- Develop and implement a calendar of alumni events and serve as the key liaison for AAR alumni
- Work with senior staff to identify, cultivate, strategize approaches, solicit, and steward gifts for unrestricted operating support and restricted gifts for a range of programs and activities. Includes tracking pipelines of President and VP of Development, prospect research, database management, and drafting meeting materials.
- Write proposals, reports, and budgets as required for specific prospects and donors.
- Build relationships with existing and new donors and prospects.
- Ensure proper acknowledgement of all gifts.
- Develop and monitor plans for major gift donors to ensure successful moves management process is accomplished.
- Track and report on progress of major gifts program throughout the year.
- Maintain donor files.
- Support President in outgoing communication to donors.

- Contribute content for organizational communications and marketing materials, such as website and bi-annual magazine.
- Represent the organization positively in public at all times by acting as a professional representative and ambassador.

EDUCATION:

Bachelor's degree required, preferably in the arts or humanities.

QUALIFICATIONS:

- Solid professional with 3+ years of Development experience, preferably in major gifts.
- Must possess strong communication, organization, and interpersonal skills. Strong writing is required.
- Must be able to work independently, and be a positive team player.
- Ability to manage deadlines required.
- Meticulous with details.
- Experience compiling budgets and tracking expenses helpful.
- Maintain a positive and constructive attitude while solving problems.
- Ability and willingness to work evenings and to travel.
- Knowledge of donor databases required.

The American Academy in Rome is an equal opportunity employer.