

Donor Development Manager

Are you are a successful fundraiser looking to advance your skills to the next level? If you're ready to welcome a new career challenge, then your next great opportunity is with Isles.

Isles, Inc. is a nationally recognized community development and environmental organization created to foster self-reliant families in healthy, sustainable communities. Each year, Isles directly reaches more than 10,000 central New Jersey residents through affordable housing development, environmental health and education, financial literacy training, community gardening, at-risk youth job training, homeownership counseling, community organizing, and regional planning.

Unlike conventional responses to urban problems (i.e., single-service programs for housing, the environment, education, or health) Isles performs a range of activities that recognize the interdependence of physical, economic, health, and social development strategies to address the problems of distressed communities. Isles' approach is unique because it addresses critical, immediate needs with an eye towards the long-term impact; combines the best of locally based, community development with broader regionally minded strategies; and promotes self-reliance over service.

The Donor Development Manager assists in all aspects of foundation, corporate and individual fundraising. S/he will supervise donor database development and maintenance, processing of gifts and acknowledgement, mailings and key donor engagement activities. In addition, the Donor Development Manager will assist the Chief Development Officer and other Development Staff in developing the overall strategy for Isles' fundraising efforts; implementing annual fundraising plans; building and maintaining relationships with funders; managing a major gifts program; and implementing donor related events.

Primary Job Functions

The successful candidate will have the knowledge, skills and/or abilities to perform the following duties:

- Direct the use of a computerized donor tracking system; lead in data analysis; create reports and disseminate findings to insure good decision making
- Manage relationships with prospective donors and identify, qualify, cultivate, solicit, and steward these donors
- Communicate effectively with donors including leading the donor acknowledgement process
- Effectively use donor database to monitor prospects ensuring constructive donor relations
- Assist in the design of donor ask strategies; help coordinate implementation and take lead as appropriate
- Coordinate individual giving annual campaigns including semi-annual direct mail campaigns, special events, planned giving, and other fundraising strategies
- Build and maintain a prospect pipeline; conduct donor research and wealth screens; maintain and analyze donor data
- Collaborate with team, colleagues and other supporters to explore and leverage their networks.
- Draft written materials related to fundraising for senior management as needed, including fundraising letters, strategic reports, etc.
- Assist in design and implementation of fund raising community events as needed
- Interpret and represent Isles' services and philosophy to the community
- Participate in overall organization planning, management and evaluation efforts

Qualities of an Ideal Candidate

- Bachelor's Degree required, Master's Degree preferred
- More than two years of successful experience in fundraising
- Experience managing an effective donor related database; Sales Force preferred
- Proven experience utilizing donor related data to effectuate positive decision making
- Desire to take personal responsibility for the success of fundraising initiatives
- Excellent written and verbal communication skills—ability to tell the story of our work and make it compelling
- Strong management skills and organizational savvy
- Ability to interact with a broad range of people both within and outside the organization
- Knowledge of national and local foundations
- Creative thinking and problem solving skills; the ability to see relationships between Isles mission/program plans and funder objectives
- Strong computing skills including Word, Excel, Outlook, and database software
- Ability to prioritize and manage multiple, simultaneous projects
- Strong personal commitment to the organization's mission
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Excellent interpersonal skills and a demonstrated record of completing assignments

Interested candidates should submit cover letter, resume and writing sample to hr@isles.org