



National Law Enforcement Museum Job Description

Position: Individual Giving Relations Manager
Incumbent: Open
Reports to: Sr. Director, Strategic Relationships
Direct Reports: N/A

Position Summary:

The Individual Giving Relations Manager (IGRM) has the primary responsibility for leading the National Law Enforcement Officers Memorial Fund' (NLEOMF) individual annual giving efforts. S/H develops and implements strategies for the cultivation, solicitation, and stewardship of NLEOMF donors that increase the number of annual donors and annual gift amounts. The IGRM understands and uses complex principles of developing donor strategies to convert annual donors to major donors. S/H oversees the organization's planned giving program and can confidentially discuss planned giving opportunities. This position has no immediate direct reports but potential for additional staffing exists.

Primary Areas of Responsibility:

- Develops strategies and implements plans for qualifying, cultivating, stewarding, and soliciting individuals, family foundations, Museum visitors and Museum members to build a sustainable funding stream;
- Manages and maintains an active donor portfolio and identify prospects for other NLEOMF executives as needed;
- Creates engagement opportunities by building relationships with donors and prospects via phone calls, personal visits, ongoing written contact, and events;
- Manages execution of next actions including events for the cultivation, solicitation, recognition, and messaging for prospects and donors to broaden the base of support;
- Creates short and long term fundraising strategies including online and offline donor outreach programs;
- Works with Board of Directors and Senior Staff supporting their engagement and fundraising efforts as needed;
- Collaborates with colleagues to ensure mail and internet appeals are cohesive;
- Manages the MarketSmart engagement strategy entirely;
- Set appointments for interested supporters to talk to and/or meet with a representative of the organization to discuss giving;
- Creates and monitor annual individual giving budget providing management updates illustrating progress towards meeting contributed revenue goals;
- Manages and oversees the individual prospect research function to ensure effective, in-depth and critical analysis;
- Works collaborative style, combining the ability and desire to work in a team-based environment;

Knowledge/Skills/Abilities:

- A Bachelor's degree preferred by not required.
- Minimum of 5 years of development experience, including experience in individual engagement, annual fund and pipeline management, as well as donor data analytics in a non-profit environment.
- Genuine passion for and understanding of the mission of the NLEOMF;
- Working knowledge of Raiser's Edge (or similar database) and prospect research tools required;
- Superior oral and written communications skills, including the ability to write in compelling language about the NLEOMF;
- Demonstrated ability to influence and engage diverse audiences and to build long-term relationships, including experience leveraging executive-level staff to achieve fundraising success;
- Outstanding time management and organizational skills, with careful attention to detail;
- Demonstrated ability to manage multi-faceted projects, meet deadlines, be a self-starter, and perform well independently with grace under pressure in a fast-paced, multi-tasking environment;
- Sound judgment and ability to exercise discretion when dealing with confidential information regarding NLEOMF's business and sensitive donor information; high degree of self-motivation, personal discipline and integrity;
- Proficient computer skills.

Working Conditions:

- Participation in our fast-paced environment includes some domestic travel and evening work, the occasional weekend, and an increased workload during National Police Week.