

REPORTS TO: *Vice President, Non-Profit Services*

CLASSIFICATION: *Full Time*

Introduction

Aspiring to maximize the power of giving, Ignite Philanthropy works with private donors and non-profit organizations to leverage their resources and ideas to achieve greater impact in the communities they serve. Ignite Philanthropy serves all aspects of the philanthropic and non-profit sector—from individuals, companies and foundations seeking to organize and improve their philanthropic giving, to non-profits looking for an experienced fundraising or strategy partner to raise capital to accomplish their mission. For its non-profit clients, Ignite Philanthropy provides fundraising and strategic consulting services including campaign management, organizational assessment, revenue modeling, strategic planning and board development.

Position Summary

The Manager supporting Ignite Philanthropy's Non-Profit Services Division will be primarily responsible for managing the workflow and project execution for Ignite Philanthropy's fundraising projects. In partnership with the Vice President, Non-Profit Services, the Manager will be responsible for: 1) facilitating and managing workflow, strategy execution, deliverable creation and campaign management for fundraising projects and 2) providing project management and deliverable/task execution for other Non-Profit Services projects as needed. Both these responsibilities involve interactions with various levels of client staff, board members and donors. This is a client/donor facing position (60%) as well as an internal position (40%).

Primary Duties

- Provide project management for assigned client projects, including the workflow management and execution of all phases of fundraising projects, including: planning and strategy development, research and analysis, prospect identification, campaign/solicitations management, and donor stewardship
- Develop strategies to move the project forward by setting internal goals, creating and implementing actions plans, and evaluating the process and results
- Provide day-to-day management and execution of project tasks, including:
 - Meeting preparation and follow-up, strategy execution, and client and donor communications
 - Production of client deliverables, including: meeting materials, presentation decks, reports, brochures, donor acknowledgement materials, proposals, mailings and others as needed.
 - Donor research and prospecting as needed to accomplish fundraising goals
- Deliver excellent client experience through highly professional project materials and consistent and clear client communications

Skills and Attributes

The ideal candidate for the Manager position will have the following strengths and attributes:

- Ability to connect and build trust with high net-worth individuals, political leaders and corporate executives, while displaying the utmost discretion, poise, social agility, trustworthiness and professionalism.
- Ability to proactively self-manage projects with minimal direction from Vice President or President & CEO.
- Ability to understand and anticipate next steps in complex processes.
- Desire and ability to work in a team environment to achieve objectives and to effectively anticipate client and donor needs and desires.
- Exceptional interpersonal communication skills to ensure the Ignite Philanthropy internal team and the client are abreast of the current status of the project.
- Exceptional writing skills.
- Keen attention to detail and ability to deliver work of the highest quality.
- Strong time management and organizational skills and ability to balance demands of multiple client projects at the same time, while still reaching internal and external deadlines and goals.
- A bachelor's degree and 5-7 years of work experience in project management in a non-profit or business environment or fundraising department operations.
- Knowledge of and experience in the non-profit sector, with an emphasis on experience in development or institutional advancement

Salary & Benefits:

- Salary commensurate with experience
- Competitive benefits package including paid vacation, health insurance and retirement contribution match after 1 year of employment

Ignite Philanthropy is fully committed to equality of opportunity in all aspects of employment. It is the policy of Ignite Philanthropy to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, national or ethnic origin, military status, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other protected status.

Submit Cover Letter and Resume to Allison Kendall, Vice President, akendall@ignitephilanthropy.com by 5:00 pm on **Wednesday, September 13, 2017**. Applications will be reviewed on a rolling basis.