

AN OPPORTUNITY TO JOIN A GREAT TEAM

JOB TITLE: ASSOCIATE MANAGER OF PHILANTHROPY, INDIVIDUAL RELATIONS
DEPARTMENT: DEVELOPMENT
REPORTS TO: DIRECTOR OF PHILANTHROPY & DONOR RELATIONS
CLASSIFICATION: FULL TIME EXEMPT

POSITION SUMMARY:

Reporting to and working closely with the Director of Philanthropy & Donor Relations, the Associate Manager of Philanthropy, Individual Relations will increase individual philanthropic giving through the strengthening and expansion of Usdan's annual fund, major donor portfolio, and cultivation events. This position will be responsible for maintaining and growing the individual philanthropy pipeline at all phases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- conduct research on individual prospects and donors
- Support the Director of Philanthropy & Donor Relations in individual donor cultivation, solicitation, and stewardship
- Support the Director of Philanthropy & Donor Relations in planning and implementing fundraising events
- Lead the development of annual fund materials
- Collaborate with the marketing team on all appeal and event material design and website integration
- Manage relationships with external consultants In collaboration with appropriate team members, manage annual fund and major donor gift processing and data entry
- Manage comprehensive individual philanthropy fundraising calendars for an annual cycle of appeals and individual major donor asks
- Collaborate with the Director of Philanthropy & Donor Relations to project annual individual giving, annual fund, and event revenue goals and progress towards those goals
- Schedule meetings, manage communications and maintain donor records
- Attend professional development opportunities, trainings in administrative procedures, and safety trainings as required.

SALARY & BENEFITS:

- \$55K - \$65K, dependent on experience.
- Usdan offers various benefit plans for employees and their families, including medical, dental, vision, retirement, and flexible spending.



HOURS & LOCATION:

- Hybrid: September through May - 2 days in office/3 days work from home, 8 hour days with flexible shift between 8am and 6pm.
- June through August: Monday-Friday in office 5 days per week.
- Additional flexibilities may be considered for exceptional candidates.
- The hybrid work schedule is subject to change as business needs evolve. Usdan will endeavor to provide as much advance notice as possible.
- Some evening and/or weekend work for development and outreach events required.

QUALIFICATIONS:

- Minimum two years of individual giving experience required
- High level of organizational skills and detail-orientation required
- Experience in all areas of individual fundraising—annual fund, major donor, and event planning/execution—strongly preferred
- Experience writing appeals and tracking/analyzing appeal performance strongly preferred
- Knowledge of Long Island philanthropic landscape preferred
- Superior written and verbal communication skills
- Strength in prioritizing and managing simultaneous projects to completion on time
- Ability to proactively adopt and utilize appropriate technologies and platforms, including the funding and constituent relationship management database
- Must be up to date with COVID-19 vaccinations, if eligible, before the first day of employment.

TO APPLY: Please submit cover letter and resume to employment@usdan.org, with the position title in the subject line.

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