Job Description: Individual Giving and Campaign Manager

Position: Individual Giving and Campaign Manager
Supervised by: Senior Director of Development
Status: Full-time, exempt, salaried

About Chicago Foundation for Women
Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic and health equity. CFW envisions a world in which all women and girls, transgender, and gender non-binary people have the opportunity to thrive in safe, just and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded nearly $41 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women (CFW) is committed to becoming an anti-racist institution. The Foundation is in the midst of change, from an institution that tolerates racial and identity differences to one that excites these differences as powerful tools for systemic, anti-racist change. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation’s way of being is one that wields a shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Individual Giving and Campaign Manager
The Individual Giving and Campaign Manager works closely with CFW staff, donors, Board of Directors and other key volunteers to raise the funds necessary to realize CFW’s mission each year, while also reaching long-term revenue targets for CFW’s comprehensive $45 million campaign. The Individual Giving and Campaign Manager is the primary individual responsible for the administration of the campaign and serves as the primary liaison for all campaign volunteers, ensuring they have the tools, direction, follow-up and information needed to be successful fundraisers on behalf of CFW.

The Individual Giving and Campaign Manager will have a full understanding of how to build and leverage relationships and create strategic moves for donors and prospects. They will engage systems to develop a major gifts donor prospect pipeline and will contribute to the annual fundraising goal of approximately $5M.

In addition, working closely with the Senior Director of Development, development and communications staff, the Individual Giving and Campaign Manager oversees CFW’s annual giving initiatives, including the annual fall and spring appeals, and develops and implements strategies to grow CFW’s individual donor, major gift pipeline.
How the Individual Giving and Campaign Manager Position Breaks Down:

Individual Giving (Fundraising) (55%)

- Manage an active schedule of cultivation, solicitation and stewardship activities for a donor portfolio of approximately 40-50 current and prospective supporters to reach individual fundraising projections and develop CFW’s major gift pipeline.
- Identify and cultivate prospects for campaign gifts, both personally and by supporting CFW’s President and CEO, Senior Director of Development, campaign committee, Board members and others in securing the gifts directly.
- Manage an active schedule of meetings and solicitations for the Foundation President and CEO, Senior Director of Development, and campaign volunteers; fully prepare and support these individuals for successful donor meetings and to manage relationships that result in increased financial support for CFW.
- Prepare tailored campaign and other solicitation materials such as briefing memos, major gift proposals, newsletters, presentation pieces and other materials as needed.
- Partner with Senior Director of Development, and Director of Communications to oversee CFW’s annual spring and fall fundraising appeals; oversee CFW’s annual fund renewal campaign to continuously improve CFW individual donor retention.
- Work closely with Director of Social and Community Impact to develop pipeline strategies designed to retain and engage CFW Giving Council and Circle members over the long-term.
- Work closely with the Manager of Donor Data and Stewardship to develop individual giving fundraising and prospect management reports (campaign and other); Take responsibility for individual giving and portfolio related data entry in support of measurable portfolio performance metrics and annual goals.
- Performs other duties as assigned.

Comprehensive Campaign Management (45%)

- Provide staff leadership for the campaign and oversee its development and implementation; Manage the day-to-day activities of the campaign to assure its processes and procedures are efficient and effective to optimize volunteer and staff efforts.
- Develop and track campaign timelines and status reports; Manage own work and the work of senior staff, Board and campaign volunteers to assure progress and results.
- Assist CFW staff, Board of Directors and campaign consultants in recruitment and training of campaign leadership and committee members.
- Work closely with the Manager of Donor Data and Stewardship to develop campaign dashboards, fundraising and prospect management reports; Provide clear reports to management and campaign volunteers to inform committee direction, agendas, meeting materials and follow-up.
- Oversee entry of campaign-related activity into the donor data base to guide cultivation and solicitation activities and to provide appropriate campaign and volunteer progress reports.
- Participate with volunteers or others in campaign cultivation and solicitation visits, if appropriate.
• Work collaboratively with communication colleagues, including but not limited to, the Manager of Special Events to develop campaign cultivation and stewardship events and the Director of Communications to create, refine and present all forward-facing campaign material.
• Maintain confidentiality of all campaign and Foundation information, records and files.
• Maintain successful interpersonal relationships with campaign prospects, donors, volunteers and staff.
• Represent the organization and its leadership to the public and at meetings as assigned.
• Performs other duties as assigned.

Work Environment
• This position operates primarily in an accessible office environment. Some work at off-site locations may be required, and those may not be fully accessible.
• This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
• While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
• The employee may be asked to lift and/or move objects up to 25 pounds.
• This position generally works in the office from 9:00 AM – 5:00 PM Monday through Friday, with occasional night and weekend hours required.
• The workplace is a smoke- and drug-free environment.
• CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
• For new employees starting work with the Foundation on or after October 1, 2021, COVID-19 vaccine documentation must be provided within two weeks after the start date. If you believe you qualify for an exception from the requirements of this policy, for medical reasons or sincerely held religious beliefs, you must provide a letter (on letterhead) from your doctor or clergy to the Human Resources Manager. The Foundation will explore potential reasonable accommodations for you that would not cause undue hardship to the Foundation. However, such reasonable accommodations are not required and cannot be guaranteed.
Qualifications:
- Bachelor’s degree
- 3-5 years of fundraising experience with progressive responsibly, including direct solicitation experience.
- Proven track record and passion for inspiring people to give.
- Demonstrated success in comprehensive and/or capital campaign execution.
- Experience with Microsoft Office programs and use of relational databases and online fundraising portals, like Salesforce and Raiser’s Edge. Highly proficient Raiser’s Edge knowledge is preferred.
- Excellent oral and written communication skills.
- High level of attention to detail, emotional intelligence and persuasion skills.
- Established commitment to racial justice and gender equity.
- Demonstrated understanding of community centered philanthropy.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work collaboratively in a team setting and manage up accordingly.
- Skilled public speaker who will, ably, represent Chicago Foundation for Women in donor meetings, community events and other opportunities throughout the year.

Compensation:
CFW offers a competitive compensation package for all positions. Comprehensive benefits package that includes: medical, dental, life, short and long-term insurance, long-term care insurance, 403B plan with match, vacation, paid leave, and sabbatical policies. Salary is $80,000.

Application Process:
Interested applicants should email a cover letter articulating how their skills and experience meet the responsibilities noted above with a resume to careers@cfw.org.
  - Subject line should read: Your Name + Individual Giving and Campaign Manager
  - No phone calls please
CFW seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.