



## Hunger Task Force Position Description: Giving Manager

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**Department:** Development

**Reports to:** Director of Development

**FLSA Status:** Exempt

**General Function:** The general function of the Giving Manager is to grow, develop and steward Hunger Task Force's individual donor revenue. This position also supports agency events and key development activities.

### Essential Duties and Responsibilities

- Manage and execute a structured Moves Management individual giving plan to meet or exceed annual revenue goals.
- Measurably increase individual revenue by identifying, soliciting and cultivating new individual donors and major gifts through prospect research, face-to-face meetings and tours, presentations and community events.
- Collaborates with the Grants & Prospect Development Manager to integrate prospect research and donor dossiers into solicitation and donor identification strategies.
- Oversee a portfolio of existing individual donors to maintain and increase their support.
- Diversify donor giving to align donor interest with specific Hunger Task Force programming as well as giving mechanism, including online giving, recurring giving, advised fund giving, major gift opportunities and others.
- Perform excellent donor stewardship through timely gift acknowledgement, donor recognition, and by engaging individual donors in agency events and activities.
- Solicit and secure major gifts for capital campaigns, new programs or urgent agency needs.
- Develop and maintain a formal Planned Giving Program and communicate giving options and strategies to donors.
- Work collaboratively within the Development Department to ensure cohesive implementation of annual giving plan with fundraising activities, agency events, collateral development and marketing strategies.
- Prepare detailed financial and revenue analysis and progress reports for Development Department, Management Team and Board Finance Committee.

### Supervisory Responsibilities

This position has no direct supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

**Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Bachelor's degree from four-year College or university; plus 5 or more years' experience in fundraising, and development, demonstrating the ability to meet fundraising goals.

### **Other Skills, Abilities and Qualifications**

- Highly organized with the ability to handle multiple assignments in a fast-paced collaborative, deadline driven environment
- Strong analytical, organization and planning skills
- Excellent communication and interpersonal skills, with an emphasis on stewardship and relationship building
- Ability to work collaboratively and adaptively within a team setting
- Ability to think strategically and prepare easy-to-understand reports from complex data
- Maintain consistent and high-quality performance of work during peak fundraising seasons and periods.

- Flexibility to work occasional events outside normal business hours or on weekends

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

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**Salary Range: \$57,200-\$85,700 Annually**

**Employee Acknowledgment:**

I have read this job description and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Associate Director.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

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Employee Signature

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Date

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Employee Name (please print)