

## INDIVIDUAL GIVING MANAGER

Sixth & I seeks an **Individual Giving Manager** to join its growing Development team. This position advances Sixth & I's philanthropic partnerships with a diverse and growing donor base, playing a collaborative role in managing approximately \$1.7M in revenue. Reporting to the Senior Director of Development, the Individual Giving Manager will manage a growing portfolio of annual donors and work to cultivate new relationships as the organization reopens for in-person programming. If you have experience in nonprofit development and a commitment to arts and culture, spiritual or social justice programming, we encourage you to apply.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage a portfolio of 125-150 annual and mid-level donors and a small number of private foundations through the development and implementation of effective cultivation, solicitation, and stewardship strategies, including benefit fulfillment.
- Convey the mission and impact of Sixth & I's programmatic initiatives using a variety of writing styles, from the technical to the more personal. Building off of Sixth & I's case for support, this may include but is not limited to 3-4 direct solicitation campaigns annually, newsletters and announcements, grant reports, email correspondence, presentations, and acknowledgment letters; responsibilities include drafting original copy, copyediting and proofreading, and formatting documents.
- Work with the Senior Director of Development to develop comprehensive fundraising strategies designed to expand and diversify Sixth & I's current donor base, including researching and identifying new prospects and other funding opportunities.
- Ideate and produce 4-8 donor cultivation and stewardship events throughout the year (in person and/or virtual as the current environment continues to evolve), plus regular events for Team 6, Sixth & I's community of supporters in their 20s and 30s.
- Record and track all activity in Sixth & I's Raiser's Edge database, including prospect research, moves management, funder profiles, and philanthropic commitments received.
- Maintain a thorough knowledge and understanding of Sixth & I's wide-ranging programs. Plan and facilitate meetings with program staff to identify project needs and key messaging for funders.
- Facilitate and help prepare staff for funder site visits and/or meetings with donors and prospects by developing research briefs and talking points.

### WHO YOU ARE

- **Experienced.** You have at least 3 years of proven success in fundraising, donor relations, and event management experience through various channels, or related work within the field of nonprofit fundraising.
  - Knowledge of the local and national Jewish philanthropic landscape and/or arts and cultural landscape is a plus.
- **Detail-oriented and creative.** You have superb written and verbal communication skills. You deliver work that is error-free and consistent with other external and internal communications. You're

comfortable with ambiguity, and know how to translate abstract ideas into compelling cases for support that inspire action.

- **Highly collaborative.** You have a strong aptitude for project management and cross-team engagement. You understand the importance of building relationships with program staff and external stakeholders, and you enjoy working collaboratively to develop compelling cases for support and innovate cultivation and stewardship opportunities.
- **Fluent with finances.** You are comfortable reading and using numbers, financials, and statistics in your work. You have experience preparing budgets, reviewing financial reports, and incorporating financial information into cases for support.
- **Tech Savvy.** You have strong computer proficiency; including experience with prospect research tools and fundraising databases. Familiarity with Raiser's Edge and RENXT is a plus.
- **Organized and Efficient.** You know how to manage multiple projects and meet established deadlines. You are comfortable developing processes and systems to help guide your work.
- **Highly motivated.** You're a self-starter who knows how to turn ideas into reality. You see challenges as opportunities for creative thinking and you are comfortable pivoting when needed. You have a commitment to continuous learning and seek out opportunities for professional development as a part of your job.

### What Is Sixth & I?

**Sixth & I is a center for arts, entertainment, and ideas and a synagogue that reimagines how religion and community can enhance people's everyday lives.** Housed within a revitalized historic space dating back to 1908 in the heart of the Nation's Capital, our unexpected mix of cultural and spiritual programs embraces the multi-faceted identities of those we serve and offers wide-ranging, eye-opening, and accessible experiences to inspire more meaningful and fulfilling lives.

Sixth & I is an equal employment opportunity employer.

Salary Range: \$65,000+ commensurate with experience  
FLSA Status: Exempt

### BENEFITS:

Sixth & I has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings w/ Matching Program, Pre-tax Transit Benefit, Paid Holidays, Parental Leave and more...

### HOW TO APPLY:

Applications accepted on a rolling basis. To apply, please send a cover letter and resume to [jobs@sixthandi.org](mailto:jobs@sixthandi.org) with your name and "Individual Giving Manager" in the subject line. No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed.