



Job Announcement

Senior Manager of Major Gifts

April 2021

Organizational Overview

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

Position Summary

URGE seeks to hire a full-time Senior Manager of Major Gifts. This is a new position for URGE, and we are looking to hire someone with the passion, experience, and curiosity to co-create the position with us. This role is primarily responsible for acquiring, cultivating, and soliciting individual donors and prospects with potential to give \$5,000 or more annually.

The Senior Manager of Major Gifts, alongside the Deputy Director for Resource Development, Data Manager, Individual Giving and Alumni Relations Manager, and Development Coordinator, will serve as a key member of our five-person fundraising team. The Senior Manager of Major Gifts will help us raise transformative gifts that will expand, enhance, and sustain our programmatic goals. Under the direction and guidance of the Deputy Director for Resource Development, they will work to build a Major Donor Program including managing relationships, communications, and individual giving plans with donors and securing new sources of funding that will enable URGE to fulfil its mission. The Senior Manager of Major Gifts will be responsible for developing and managing a portfolio of donors (each with an estimated capacity to give \$5,000 or more) and creating and maintaining strategies for high-level donor stewardship.

The Senior Manager of Major Gifts will be positioned to significantly impact the development program of URGE, in collaboration with the Individual Giving and Alumni Relations Manager. This is a full-time, exempt position and presents an exciting opportunity for a professional who has a desire to strengthen a development program and has a deep passion for reproductive and gender justice.

Placement

This position can be based anywhere; preference will be given to candidates with experience living or working in any of the following states: Alabama, California, Georgia, Kansas, Washington DC, Ohio, or Texas. URGE may not have an office in all these locations; candidates must be prepared to work from a home office with equipment provided by URGE.

This is a full-time exempt position that reports to the Deputy Director for Resource Development.

Responsibilities

The Senior Manager of Major Gifts will spend most of their time directly interacting with donors – both in and out of the office – while helping donors fulfill their passions and interests through their giving to URGE. This is a new program and URGE does not currently have any donors at this level.

- Research and qualify a list of identified prospects for assignment to the major gifts' portfolio.
- Manage a portfolio of donors (each with an estimated capacity to give \$5,000 or more).
- Create individual goals for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Create a comprehensive cultivation and solicitation strategy for each donor in the portfolio and execute.
- Directly solicit major and planned gifts, and partner with Executive Director and Deputy Director for Resource Development on key asks.
- Develop unique cultivation and stewardship opportunities and participate in broader donor cultivation events.
- Track portfolio activity, communication, and progress. Create reports as required by management that accurately reflect portfolio activity and performance.
- Work with the appropriate program staff to secure project information to develop personalized materials directed at individual donors/prospects that are in line with donor interests, programmatic priorities, and reports that detail progress made because of a gift, etc.
- Maintain working knowledge of local and national programmatic priorities and issues as they occur.
- Assist with communication to donors about URGE's mission, activities, and successes in a compelling, inspiring, and motivating way.
- Other duties as necessary.

Qualifications

- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- Ability to convey URGE mission and values in a compelling manner to potential donors.
- Minimum five years' professional fundraising experience, in the nonprofit sector, with specific experience in Major Gifts.
- Superb writing and oral presentation skills in English.

- Demonstrated project management skills with the ability to manage and prioritize multiple projects simultaneously and independently.
- Experience working with customer relations management tools.
- Strong relationship building and networking skills.
- Knowledge of sexual and reproductive health issues a plus.
- Must be willing to travel throughout the U.S. and work some weeknights and weekends. During the COVID-19 pandemic, travel will be minimal. In the future, however, some amount of travel (15-30%) may be required.

Salary: \$65-\$82k annually with excellent benefits, including health and dental coverage for staff fully paid by URGE. Because of the differences in cost of living based on location, URGE also utilizes location in determining salary.

To Apply: Applications accepted on a rolling basis. Please state “**Sr. Manager Major Gifts**” on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to jobs@urge.org.

URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.

