

Position Title: Individual Giving Officer

Organization: Preservation Maryland

Location: Baltimore, MD (hybrid)

Reports To: President & CEO

Position Overview

The Individual Giving Officer plays a pivotal role in advancing the mission and financial sustainability of Preservation Maryland. This position is responsible for developing and implementing comprehensive strategies to cultivate and steward individual donors, ensuring a strong and growing base of support.

Key Responsibilities

Donor Cultivation:

Identify, cultivate, and solicit individual donors, including major donors, to increase financial support. Develop and maintain strong relationships with existing donors, ensuring a high level of donor satisfaction and engagement.

Planning:

Collaborate with the CEO and Development Manager to create and execute an annual plan for individual giving that aligns with the organization's fundraising goals. Research and analyze donor giving trends to inform strategy adjustments and maximize fundraising opportunities.

Campaign Management:

Create and coordinate individual giving campaigns and targeted donor initiatives. Collaborate with Director of Communications and Development Manager in creating compelling fundraising materials to effectively convey the organization's impact and funding needs.

Database Management:

Support the maintenance and accuracy of the donor database. Generate reports and analyze data to track individual giving performance and inform decision-making.

Events and Engagement:

Plan and execute major donor cultivation events, ensuring a positive and meaningful experience for attendees. Collaborate with the Development Manager and program staff to facilitate donor engagement through site visits, program updates, and other opportunities.

Stewardship:

Implement a robust donor stewardship program to recognize and acknowledge individual donors, ensuring they feel appreciated and connected to the organization's mission.
Develop and oversee the implementation of personalized stewardship plans for major donors.

Qualifications

Proven experience in individual giving, fundraising, or related roles. Strong interpersonal and communication skills, with the ability to articulate the organization's mission and impact.

Ability to work independently and collaboratively in a dynamic, fast-paced environment.

Benefits

Preservation Maryland provides a generous benefits package including employer paid health insurance, retirement, vacations, holidays, and a flexible, hybrid work schedule. Compensation will be between \$52,000 and \$58,000, commensurate with experience.

How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to submit@presmd.org. Please include "Individual Giving Officer Application" in the subject line. Applications will be accepted until January 5, 2024.

Preservation Maryland is an equal opportunity employer committed to diversity and inclusion. We encourage candidates from all backgrounds to apply.