



**CENTER FOR HEALTH AND GENDER EQUITY**  
**Job Posting**  
**July 2019**

**Title:** Individual Giving Coordinator  
**Reports to:** Director of Development  
**Classification:** Exempt/Salaried

**Mission and background:** CHANGE's mission is to promote sexual and reproductive health and rights as a means to achieve gender equality and empowerment of all women and girls by shaping public discourse, elevating women's voices, and influencing the U.S. government.

Founded in 1994, CHANGE is a leading voice for the health and human rights of women and girls, and others who face stigma and discrimination. CHANGE is based in Washington, D.C., and operates a budget of \$2.5 million, with the majority of funding derived from private institutional donors. CHANGE does not receive funding from the U.S. government. In order to meet CHANGE's ambitious programmatic goals, our development efforts must be strengthened to increase funding from current sources and expand outreach to as-yet untapped funding sources, including individual donors.

**Position Summary:** CHANGE seeks to hire a full-time Individual Giving Coordinator to build and expand our individual giving program. The successful candidate will have a strong understanding of fundraising principles, excellent writing and story-telling skills, and experience in cultivating donors. The Individual Giving Coordinator will be a self-starter, with an entrepreneurial spirit, and will help CHANGE achieve its ambitious fundraising goals, through developing and executing an individual fundraising strategy that includes researching and identifying mid-level and major donors (including planned giving), managing fundraising events, drafting compelling fundraising appeals, and sending timely acknowledgement letters to donors. The Individual Giving Coordinator will work closely with the Director of Development, as well as other staff members.

**Primary Responsibilities:**

- Work with the Director of Development to establish an individual donor fundraising strategy that is an integral aspect of the development strategy and CHANGE's organizational strategic plan
- Research current and prospective donors to support identification, cultivation, solicitation, and stewardship of mid-level and major donors, as well as planned giving
- Work with the Director of Development to build and track donor prospect pipelines, including implementing innovative approaches to help expand and diversify CHANGE's individual donor base
- Work with the Director of Development and Communications department to increase CHANGE's visibility to potential donors through the generation of new fundraising materials and communications strategies that encourage donor engagement and support
- Develop compelling donor specific materials, including drafting e-mail updates, one-pagers, quarterly donor e-newsletters, brochures, annual reports, concept notes, and other material as necessary

- Collaborate with the Director of Development to send out fundraising appeals to donors, including email appeals and direct mail
- Draft and send timely acknowledgement letters to donors
- Lead the planning and implementation of fundraising events in coordination with the Director of Development, as well as with other staff members at CHANGE and external consultants/experts
- Oversee management of EveryAction, CHANGE's Customer Relationship Management (CRM) platform
- Keep informed of developments in philanthropy and fund development, as well as the not-for-profit sector

**Required qualifications and skills:**

- 4-5 years of experience in a fundraising role
- Outstanding written and verbal communication and story-telling skills with an ability to communicate with a variety of audiences
- Proven track record with donor acquisition, including mid-level and major gifts, and establishing planned, annual and monthly giving programs
- Strong ability to plan fundraising events, including developing sponsorship packages and securing sponsors for events
- Experience with strategic use of fundraising database software, preferably EveryAction
- Extensive experience using social media for fundraising purposes
- Ability to manage competing priorities and responsibilities
- Excellent attention to detail and ability to manage multiple projects at once and meet deadlines.
- A demonstrated commitment to women's rights and public health and a strong commitment to the organization's mission are essential
- A commitment to diversity, equity and inclusion.

**Salary and benefits:** Salary range \$50,000 - \$60,000 with an exceptional benefits package

**How to apply:** Please send a cover letter including a summary of relevant experience and qualifications for and interest in this position, current resume, two writing samples (no more than one-two pages each), and three references no later than August 20, 2019. No phone calls please!

Send application materials to [careers@genderhealth.org](mailto:careers@genderhealth.org) (please put Individual Giving Coordinator in subject line).

CHANGE provides equal employment opportunities without regard to race, ancestry, citizenship, color, gender, gender identity, gender expression, age, national origin, sexual orientation, marital status, disability or any other protected group.

**To learn more about CHANGE, please visit [www.genderhealth.org](http://www.genderhealth.org)**