



Senior Coordinator of Individual Giving

About Girls in the Game

At Girls in the Game every girl finds her voice, discovers her strength and leads with confidence through fun and active leadership, sports and health programs. Our programs empower all girls to be gamechangers in their own lives and in their communities. We strive to serve girls year-round and over the long-term and offer a continuum of programs for girls at each stage in their development. Our heart is in Chicago, but in recent years we've expanded to include programs in Bloomington, Illinois, Baltimore, Maryland and Dallas, Texas.

Position Summary

Girls in the Game seeks a creative, detail-oriented individual with exceptional organizational and communication skills to join its development team as the Senior Coordinator of Individual Giving. In general, the Senior Coordinator of Individual Giving is responsible for supporting the organization's fundraising through development of an individual giving plan, including development of current donors as well as identifying new donor prospects with the eventual goal of creating a major gifts program. The Senior Coordinator of Individual Giving supports the development team's fundraising efforts with a specific focus on developing relationships with a variety of individual donors, introducing new contacts to Girls in the Game and raising funds to support program growth. The ideal candidate is comfortable speaking to both groups and individuals, flexible and organized with a good sense of humor and the ability to juggle multiple projects and deadlines simultaneously.

Girls in the Game is seeking a full-time Senior Coordinator of Individual Giving to do the following:

- **Individual Giving**
 - Promote Girls in the Game's unique individual giving opportunities such as the Named Scholarship Program, monthly giving and general individual donor stewardship
 - Oversee stewardship communication for all groups, developing relationships with donors to help them grow through pipeline including regular donor meetings and individual outreach
 - Manage creation of new solicitation and stewardship materials with Director of Development and Development Team
 - Create and implement an annual individual giving plan including improving existing efforts such as annual appeals and introducing new efforts to increase revenue. Develop and implement new individual giving efforts, including reaching out to new potential donors
 - Attend Leader to Leader Interviews to identify and steward new donors from corporate partners
 - Schedule and attend site visits with current and potential donors interested in seeing programming to tell the story of our work
 - Work closely with the Development Director and Development Team to generate revenue to support growth in accordance with Girls in the Game's strategic plan, both in Chicago and expansion markets
 - Write and send weekly thank you letters to donors and manage data entry into Salesforce for donations
 - Work with organization's senior leadership on special projects
 - Participate in staff-wide organizational development, planning, and fundraising activities
- **Peer to Peer Fundraising**

- Manage Peer-to-Peer fundraising efforts including days of giving with both internal and external partners
- Manage stewardship of donors from these entry points, creating a plan for other opportunities to engage them throughout the program year
- Lead the Charity Race Team program, with duties including:
 - Recruit Charity Race Team members
 - Support Charity Race Team members in their fundraising efforts, including online fundraising
 - Coordinate Girls in the Game's presence at partner races across Chicago

Qualifications

- Bachelor's degree or equivalent work experience
- Minimum 1-2 years of professional fundraising experience preferred, particularly with direct responsibility for fundraising budget lines
- Strong writing skills
- Strong public speaking and personal communications skills
- Demonstrated knowledge of computer environments, e.g. Windows, Microsoft Word, Excel, Outlook and PowerPoint
- Prior experience with WordPress, MailChimp, Adobe Suite, Wordpress websites and Salesforce.com a plus
- Proven ability to pick up and learn new technological tools quickly and independently

Licensing Required

- Employment is contingent upon proof of eligibility to work
- Verification of degree/credentials
- Background check and fingerprint clearance
- Must be available to work evenings and weekends for various scheduled events
- Agreement to uphold all of the Girls in the Game Policies and Procedures (by signature)

Core Competencies

- Oral and written communications
- IT and technology skills
- Organization and attention to detail
- Energy, determination and work rate
- Representing the organization

Language Skills

- Excellent writing and communication skills
- Ability to multi-task, set priorities and time manage in a fast-paced and self-directed team environment
- Ability to maintain positive relationships with a wide variety of people including, but not limited to; board members, staff, volunteers, interns, community partners, organizational donors, and media
- Ability to work with a wide variety of personalities and deal with each person in an effective and professional manner

Mathematical Skills

- Ability to manage project budgets and provide required reports

Reasoning Ability

- Ability to solve problems and resolve conflicts effectively

- Ability to make decisions individually and/or within a team and take necessary actions
- Commitment to and experience in working with people from diverse ethnic, cultural and social economic backgrounds
- Ability to plan strategically, prioritize and delegate

Working Conditions

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.

This position requires:

- Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing, Carrying, Driving
- Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling, Bending, Pushing/Pulling
- Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a fast-paced environment and the noise level is usually moderate.

Compensation

The starting salary for this position is \$40,000 annually based on experience. Salary is non-negotiable. Health, dental and retirement benefits also provided.

Accountability

This position reports to the Director of Development and Communications.

For more information, or to apply, please email a resume, cover letter, and writing sample to Tammy at tmartin@girlsinthegame.org. Due to the high volume of applications, PLEASE NO PHONE CALLS.