

# CENTER FOR Gender & Refugee STUDIES

*Protecting Refugees • Advancing Human Rights*

## **CGRS Manager of Individual Giving**

### **ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES**

The [Center for Gender & Refugee Studies \(CGRS\)](#) protects the fundamental human rights of refugee women, children, LGBTQ+ individuals, and others who turn to the United States for safe haven. We combine sophisticated legal strategies with policy advocacy and human rights interventions to hold the U.S. government accountable to its legal obligations to those fleeing persecution. CGRS has played a key role in every major precedent-setting gender-based asylum case in the last two decades, breaking new legal ground and winning crucial victories to protect refugees. Over the past four years we have fought back against an unrelenting barrage of attacks on the U.S. asylum system, which have escalated in the face of the COVID-19 pandemic. Now more than ever, our team of advocates are determined to defend the rights of asylum seekers and restore access to refugee protection in the United States.

### **THE ROLE AND RESPONSIBILITIES**

Reporting to the Deputy Director, and working in coordination with the rest of the development team, the Manager of Individual Giving is responsible for managing and growing CGRS's individual donor program and working collaboratively with the development and communications teams to create and implement strategies that result in greater individual giving across all gift levels. The Manager of Individual Giving is skillful in building and managing relationships with a wide range of individuals, including major donors, prospects and colleagues. They should be charismatic, creative, organized, and goal oriented; exhibit a high level of professionalism and maturity; display superb written and oral communication skills, including comfort with external relations; shows attention to detail; and be able to multitask and meet deadlines. A demonstrated passion for CGRS's mission to protect the human rights of refugees is essential.

Typical duties and responsibilities consist of, but are not limited to, the following:

- Working closely with the Deputy Director, establish goals, develop activities, and create programming to maintain and grow CGRS's individual program, including major gifts;
- Create and manage data-driven strategies for annual giving, major giving, monthly giving, and planned giving;
- Use donor data to build a pipeline of prospects who are capable of making major gifts;
- Develop and execute moves management plans to manage and grow each relationship, with an emphasis on upgrading donors and securing multi-year commitments;
- Working with the communications team, execute a messaging and communications strategy for building a sustained base of annual individual donors;
- Manage a solicitation calendar and direct strategic participation of key staff and board members in individual donor development activities;
- Manage the law firm giving campaign;
- Ensure timely and accurate gift entry and acknowledgement process, including documentation and follow up of verbal and written pledges;
- Create metrics and a reporting system to track development team progress;

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- Work effectively with the development team to foster a culture of philanthropy organization-wide;
- Ensure systems and infrastructure readiness including the use, upgrade, and maintenance of existing development databases; and
- Understand CGRS’s mission, goals, and programming in order to effectively identify, research, monitor, and engage prospective donors.

*This position will be fully remote for the foreseeable future due to the COVID-19 pandemic.*

## **REQUIREMENTS**

### **Education And Experience**

- A Bachelor’s Degree or equivalent work experience.

### **Knowledge, Skills, and Abilities**

- Creative and independent strategic thinker with ability to proactively develop new ideas, cultivate buy-in with other staff members, and manage implementation and assessment;
- Superb interpersonal skills with demonstrated ability to work effectively and build relationships with internal and external constituencies, including colleagues, current, and prospective donors;
- Superior written and oral communication skills to express CGRS’s mission and goals with clarity, passion, and persuasion;
- Advanced knowledge and experience with computer programs that support the development team, including Microsoft Office and donor database systems;
- Solid work ethic, evidence of excellent judgement, attention to detail, and demonstrable personal integrity;
- Minimum of 3 years of development/fundraising experience with a proven track record of fundraising from individuals, securing major gifts, and familiarity with the moves management process;
- Passion for CGRS’s mission and commitment to teamwork and achieving results.

*The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.*

## **SALARY**

\$60,000 - \$75,000 (commensurate with qualifications)

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental, and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare, and dependent care expenses
- Employee Assistance Program

## **For Your Financial Future**

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

## **For Your Work/Life Balance**

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## **THE HIRING PROCESS**

**This position is open until filled.** Apply online at: <https://uc-hastings.breezy.hr/p/eba52f5f40e2-manager-of-individual-giving>

CGRS is Equal Opportunity Employer committed to inclusive hiring and work culture. We strongly encourage applications from people of color, women, LGBTQ+ individuals, formerly incarcerated individuals, individuals with disabilities, and members of marginalized communities.

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*