

CGRS Individual Giving Coordinator

ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES

The [Center for Gender & Refugee Studies \(CGRS\)](#) defends the human rights of courageous refugees seeking asylum in the United States. With strategic focus and unparalleled legal expertise, CGRS champions the most challenging cases, fights for due process, and promotes policies that deliver safety and justice for refugees. We are the trusted partner and proven resource for legal teams and human rights organizations, and bring invaluable data and compelling personal stories to shape the public narrative. We use strategic litigation to advance sound asylum laws and protect due process rights. Through policy advocacy and education, we provide critical expertise to policymakers at all levels of government, leading the movement to honor our commitments to refugees under U.S. and international law. Through technical assistance and training, we empower advocates to take on complex asylum cases, providing them with the tools they need to craft winning arguments and secure protections for their clients.

THE ROLE

Reporting to the Deputy Director, the Individual Giving Coordinator is responsible for supporting 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 Individual Giving Coordinator is critical to how CGRS builds and manages relationships with a wide range of individuals, including major donors, prospects and colleagues.

They should be organized, goal oriented; exhibit a high level of professionalism and maturity; display strong written and oral communication skills, including comfort with external relations; demonstrate close attention to detail; and be able to multitask and meet deadlines. Commitment to CGRS's mission to protect the human rights of refugees is essential.

RESPONSIBILITIES

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

- Support the Deputy Director to establish goals, develop activities, and create programming to maintain and grow CGRS's individual giving program, including major gifts;
- Manage data-driven strategies for annual giving, major giving, monthly giving, and planned giving;
- Organize and execute moves management plans to manage and grow each relationships with existing and prospective donors, with an emphasis on upgrading donors and securing multi-year commitments;

- Collaborate with CGRS communications team on 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;
- Coordinate 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;
- 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.
- Perform related duties as assigned.

REQUIREMENTS

Education and Experience

- A Bachelor’s Degree or equivalent work experience.
- Preference for at least 2 years development/fundraising experience and familiarity with the moves management process.

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;
- Strong written and oral communication skills to express CGRS’s mission and goals with clarity and persuasion;
- Experience with computer programs that support the development team, including Microsoft Office and donor database systems;
- Strong work ethic, evidence of excellent judgement, attention to detail, and demonstrable personal integrity;
- Enthusiasm for the role development plays in the critical work of social justice and supporting CGRS’ entire team to execute our mission;
- Committed to protecting and promoting the human rights of refugees.

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 experience)

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

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

HIRING PROCESS

This position is open until filled. To apply: <https://uc-hastings.breezy.hr/p/cc84ae2903a5-individual-giving-coordinator>

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.