

## New Pathways for Youth

### Manager, Individual Giving

#### 1. About New Pathways for Youth

At New Pathways for Youth, we're passionate about unlocking new possibilities for young people and supporting them in achieving their full potential. Over the past 30 years, we've transformed the lives of over 6,500 youth -- youth who experience poverty and *three times* the adversity of others their age -- to break through the barriers they face and change the trajectory of their life.

We're looking for a dedicated individual to join our growing team as we work to transform the lives of even more youth in our community.

This position is located in Phoenix, AZ. Under the guidance and supervision of the VP of Philanthropy & Strategy, the Manager, Individual Giving will have primary responsibility for ensuring successful donation campaigns and positive donor relationships related to the annual fund. This includes campaigns supporting our overall mission as well as for specific programs as opportunities arise.

#### 2. Job Responsibilities and Duties

Specific duties and responsibilities include:

- Create, implement, and evaluate the organization's annual fund campaigns, including digital outreach, direct mail, marketing automation, print materials, and other relevant correspondence.
- Create, implement, and evaluate strategies for donor cultivation, solicitation, and stewardship, with an emphasis on donor retention.
- Collaborate with Marketing team to develop donor communications, email, publications, brochures, multi-media presentations, direct mail, and other fundraising-related materials.
- Collaborate with Marketing team to ensure communications are donor-centered and share stories of impact in an ethical, effective, and compelling way.
- Ensure effective utilization of donor database functions including gift entry, donor segmentation, marketing automation, data quality, production of reports, and donor acknowledgements.
- Initiates contacts with potential major/planned gift donors; identifying, qualifying, cultivating, soliciting and stewarding these individuals/groups
- Responsible for conducting research and providing information on prospects and donors. This includes but is not limited to; preparing written materials such as visit strategies/briefings, correspondence, solicitation/proposals and pledge documents

#### 3. Employee Qualities/Traits

Essential qualities needed include being:

- Demonstrated commitment to the mission and values of NPFY

- Exceptional interpersonal skills and the ability to interact effectively with donors, leadership, staff, and the community
- Proven record of obtaining and growing donation revenue
- Knowledge of fundraising best practices and adherence to generally accepted fundraising ethical standards
- Advanced verbal and written communication skills and the ability to conduct prepared or impromptu presentations effectively to small and large groups
- Ability to foster effective working relationships within a team environment
- Project planning and management skills
- Familiarity with donor relationship management software
- Ability to gather data, compile information, and prepare reports
- Proficiency in Spanish language preferred but not required

#### **4. Organization Qualities/Traits**

New Pathways for Youth is a Caring, Driven, Effective, Distinct organization. Our culture is one that is motivated, goal oriented, empathetic, inclusive and respectful. We apply research, data, and experience to reach intended impact, advancing good in our community.

#### **5. How to Apply**

To apply, please submit your cover letter and resume to Oscar Hidalgo at [OHidalgo@NPFY.org](mailto:OHidalgo@NPFY.org). Please include your name and position title “Manager, Individual Giving” in the subject line. Please include your salary requirements in your cover letter. Applications will be accepted until the position is filled.

#### **6. Additional details**

Salary is commensurate with experience and will be between \$55,000 and \$65,000. Benefits include health, dental, vision coverage and generous time off package. Generally, the hours are Monday through Friday, 8:30 am – 5:00 pm; however, some weekends and evenings are required. New Pathways for Youth is an equal opportunity employer.