

Job Description

Title:	Senior Manager, Fund Development
Department:	Global Fund Development
Supervisor:	Senior Director, Fund Development
Anticipated Start Date:	June 1, 2022
Application Deadline:	N/A
Status:	Full-time, Exempt
Salary Grade:	4 (\$67,500 - \$75,000 Annually)
Location:	iDE Headquarters, Denver, CO

SUMMARY:

At iDE, we are catalyzing a movement to fight poverty across the globe. We have powered over 35.5 million entrepreneurs to end poverty and realize prosperity on their own terms. We are an unconventional, progressive nonprofit organization that believes in the power of entrepreneurship to solve the world's most pressing problems. We look for innovative ways to leverage our market-based approach and transform the lives of millions of people to create lasting and meaningful change.

The Senior Manager, Fund Development prospects, solicits, and stewards corporate, foundation, and individual investments with the main goal of funding the vision for long-term prosperity and health in rural communities around the world. This person demonstrates understanding of organizational priorities, mission, vision, values, and strategic goals and objectives, as well as trust and teamwork in all aspects of iDE business.

ESSENTIAL DUTIES & JOB FUNCTIONS:

The primary responsibility of this position is to help grow the unrestricted portion of the organization's annual \$30M budget and cultivate relationships with corporate, foundation, and individual donors to maintain and generate donations.

- Individual Contribution
 - Build and retain a robust portfolio of donors that give from \$50,000-\$100,000+ per year. Grow the total net worth of the portfolio from \$200K to \$1M+ annually by identifying, prioritizing, and strategizing on top prospects.
 - Develop communication plans for this portfolio of donors and leverage outputs from the Marketing and Communications team to engage these donors.
 - Maximize this portfolio of donors and prospects by leveraging our wide array of giving programs which include the Activators Circle, the "100 Farmers" Legacy Society, and our Corporate Partnerships Program to name a few. Identify prospects who qualify for these programs and encourage membership to these programs as part of a cultivated partnership with the donor.
 - Actively identify and research new prospects and follow-up as appropriate, prioritizing in-person visits with qualified prospects over email communication.

- Become deeply familiar with each account's special needs and with iDE's strategy and assets in order to maximize the stakeholder to champion, invite, and invest in our work.
- Work to research, develop, and draft formal funding proposals and reports as required by each account. This activity can be done individually or with peers, depending on the account's needs.
- Personalize acknowledgements to donors as needed, after renewing commitments or increasing support to iDE.
- Track and record all donor details, meetings, interactions, and prospect research consistently, using Salesforce and work with the Database Manager to regularly monitor account progress through the donor pipeline.
- **Team Collaboration**
 - As a Fund Development team member, support and develop Fund Development strategies to maximize the giving potential of defined portfolios of individual, corporate, and foundation donors to achieve or surpass iDE's annual revenue goal.
 - The Sr. Manager will apply customized strategies for targeted major gift prospects which will require communication (emails, and phone calls) and direct asks for financial support (can include grant proposals and reports).
 - Meet with Fund Development to establish engagement plans for donors and prospects and collaborate with other HQ departments, the Executive Team, and in-country technical teams to develop and execute strategies on top prospects.
 - Work with the Fund Development team to identify the organization's immediate and long-term funding priorities and accurately communicate those needs with the donors in the Sr. Manager's portfolio.
 - Work with the Fund Development team to understand and have current knowledge on the activities and strategies of other iDE departments (Executive Team, Evidence & Analytics, Global Initiatives, Technical Country Teams, Communications, etc) in order to leverage and deliver engagement opportunities that ensure donors' financial and non-financial support is maximized.
 - Work together with teams in HQ as well as country teams to develop stewardship and reporting strategies once gifts are secured.
 - Work with the Senior Director of Development to generate monthly donor visit reports and quarterly financial projections.
- **Management Duties**
 - Current management opportunities involve volunteers and interns on an ad hoc basis
 - Potential to manage an Associate as iDE grows
- **Other**
 - Support and attend conferences, trade shows, and other events where iDE is present, as required.
 - Present at speaking engagements as opportunities arise.
 - Conduct administrative duties, such as booking business travel, setting appointments and preparing materials necessary for donor visits.

BEHAVIORS AND COMPETENCIES:

- Demonstrates success working with donors and securing gifts.

- Confidence in working with senior-level stakeholders both internally and externally in order to secure donations.
- Understands ethical behavior and business practices, and ensures that own behavior and the behavior of others is consistent with these standards and aligns with iDE values.
- Embodies an attitude of possibility and leads others to embrace this orientation as well.
- Is a self-starter, delivering high quality work independently and within a team environment, both remotely across a global team and in-person.
- Has a commitment to direct and timely feedback when challenges arise.
- Is self-confident, not fazed by tough questions or criticism, open to feedback and coachable.
- Has well-developed written, oral, interpersonal, and communication skills, with a high level of sensitivity for professionalism, propriety and confidentiality.
- Has a genuine appreciation for and understanding of the approach iDE takes to solving poverty.
- Has the ability to manage competing priorities and make hard decisions.
- An unwavering commitment to delivering quality information, both orally and in writing.
- Creates clarity and manages the way forward when ambiguity or uncertainty exists.
- Possesses cultural competency, empathy, and integrity. These qualities are critically important to be able to engage the wide range of stakeholders from a variety of backgrounds and cultures.

QUALIFICATIONS, EXPERIENCE & SKILLS:

- 3+ years of experience in sales, fundraising, or marketing/communications.
- Experience working within a fast-paced, entrepreneurial organization.
- Ability to be a creative thinker, energetic and demonstrate enthusiasm and leadership.
- Excellent written and verbal communication skills.
- Ability to write concisely, compile and/or edit materials.
- Experience managing another staff member is a plus
- Computer proficiency in MS Office Suite is required, Salesforce experience and proficiency in Google Suite are a plus.
- Fluent English required.
- Bachelor's Degree required.

PHYSICAL DEMANDS:

- Approximately 15-30% time commitment to domestic travel for meetings with top prospects in the Sr. Manager's portfolio.
- Ability to travel internationally to rural areas often in rugged and uncomfortable conditions.
- Open office environment with a culture of collaboration.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER PHYSICAL REQUIREMENTS:

- Office equipment, including but not limited to: printer, computer, meeting spaces, etc.
- Office building access includes stairs and elevator.
- Working across timezones may mean working, having calls, and conducting meetings outside of regular working hours.

Diversity Statement

iDE takes pride in our talented and diverse workforce. Minorities, women, and individuals with disabilities are encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To apply for this position, please submit your most recent CV and cover letter via Workable:
<https://apply.workable.com/ide-global/j/F7EDC72AF9/>