



<b>POSITION DESCRIPTION TITLE</b>	<b>Development Manager of Individual Giving</b>
<b>FUNCTION</b>	<b>Development</b>
<b>LOCATION</b>	<b>Chicago, IL or Remote</b>
<b>REPORTS TO</b>	<b>Acting Chief Marketing Officer (CMO)</b>
<b>STATUS</b>	<b>1.0 FTE, Exempt</b>
<b>DATE</b>	<b>April 2021</b>

### **We are hiring!**

Do you want to make a big impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? If so, this is your chance to make that dream come alive! Read on because Action for Healthy Kids® (AFHK) is looking for some awesome talent to join our team as a national **Development Manager of Individual Giving**.

### **YOU: What is the opportunity?**

In this new position reporting to the Acting Chief Marketing Officer, the Development Manager of Individual Giving plays a key role in the success of AFHK by supporting the organization's philanthropic and other resource development partnerships, focusing on working with individual donors to support the health of the whole child. The person in this role identifies, qualifies, cultivates, solicits, and stewards individual donors for major gifts and AFHK's annual giving campaign in order to expand AFHK's pool of supporters and to increase philanthropic income. You'll join a dedicated team of professionals to drive our philanthropic and other resource development partnerships to help us deliver on our mission of strengthening family and school partnerships to build a healthier generation of children.

### **US: Who are we?**

Action for Healthy Kids is a national nonprofit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families and communities to take actions that lead to healthier children. We partner with dedicated supporters — teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy environments for kids. We are committed to generating holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids. Please visit us at [www.ActionforHealthyKids.org](http://www.ActionforHealthyKids.org).

### **What You'll Do: Key Responsibilities**

- Work with Director of Institutional Giving and Acting CMO to support and execute business plans to raise funds for new strategic initiatives and programming.
- Work cross-functionally to ideate, create, and submit high-quality, innovative concepts and proposals to grow support for AFHK's programming.

- Contribute to the creation and execution of the annual development plan, with oversight of mid-level individual giving and major gifts.
- Research and provide recommendations on tools and software on how to most effectively manage individual donor prospects.
- Conduct prospect research to build a caseload pool of qualified mid-level and major donors Partner with AFHK communications staff to support our advocacy platform to generate individual gifts.
- Produce department reports in collaboration with staff; oversee department KPIs and metrics reporting.
- Create and manage special events for cultivation and fundraising purposes, including the Chicago and New York Marathons.
- Responsible for managing #Giving Tuesday, the annual development campaign, and all Team Healthy Kids giving programs.
- Travel 5-10% (once safe to do so post-COVID), occasional evening and weekend work required.
- Other duties as assigned Do other tasks, as assigned.

### **Our Ideal Candidate**

- Education: Bachelor's degree in related discipline (advanced degree a plus)
- Minimum 2-5 years of relevant nonprofit resource development and fundraising, CSR or social impact experience required
- Proven track record of success in securing gifts from individual donors
- Expertise in initiating relationships and serving them through cultivation, stewardship, and solicitation
- Strong organizational skills
- Personal drive, self-motivation, and entrepreneurial orientation
- Excellent oral and written communication skills
- Collaborative team player who enjoys working with a team of people
- Superior presentation and people skills
- Advanced proficiency in using technology for fund development, including fluency in videoconferencing, CRM (specifically Salesforce), and Microsoft Office Suite
- Experience with Pardot or other Marketing Automation tools desirable
- Bilingual (English/Spanish) language/writing skills desirable

### **What's in it for me?**

- Competitive salary in the marketplace + bonus plan.
  - The Development Manager of Individual Giving's annual fundraising goals will be established in collaboration with the Acting CMO. As an extra incentive, Action for Healthy Kids provides a customized bonus plan for each Development employee.
- Medical/dental/vision insurance
- Short- and long-term disability insurance
- Life and AD&D insurance
- Flexible spending account
- 403b (match up to 4%)
- Generous PTO, summer hours and paid paternity/maternity/adoption leave

- Professional development and career growth opportunities
- Work with a talented team of professionals
- Ability to work remotely
- Opportunity to travel to school sites, partner meetings and donor events when safe to do so.  
(All business travel is currently suspended due to COVID-19)
- Job Location: Chicago-area preferred, but will consider full-time remote in other metro market

To apply, please submit a resume, a thoughtful cover letter describing your interest in AFHK and how your past experience has prepared you for this role, and at least one writing sample to [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org) with **Development Manager of Individual Giving** in the subject line. Action for Healthy Kids is an equal opportunity employer.