

# Position Specification

Director of Individual Giving  
New York, NY

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**eCHOING  
GREEN**



## Director of Individual Giving

**Reporting To** Vice President, Development

**Location** Northeastern United States (based out of Echoing Green's New York office)

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### Echoing Green

[www.echoinggreen.org](http://www.echoinggreen.org)

Echoing Green identifies tomorrow's transformational leaders today. Through its Fellowships and other innovative leadership initiatives, Echoing Green spots emerging leaders and invests deeply in their success to accelerate their impact.



Echoing Green supports visionary leaders who are transforming their communities by addressing challenges in focus areas related to economic development, racial and gender equity, environmental sustainability, and more. Since its founding, Echoing Green has provided more than \$45 million in funding to 800+ Fellows who have worked in more than 86 countries and 39 U.S. states.



They've established a global community of leaders who have launched Teach For America, City Year, One Acre Fund, SKS Microfinance, Last Mile Health, Hot Bread Kitchen, Public Allies, and hundreds of others. These organizations have leveraged Echoing Green's seed investment to raise more than \$5 billion in funding for the public good. Echoing Green unleashes long-lasting change at the intersection of social justice and social innovation by finding the best and the brightest leaders, bringing them together, and launching them on their path to success.

In June 2020, Echoing Green launched its Racial Equity Philanthropic Fund (REPF) and has since raised nearly \$75 million. With this fund, Echoing Green furthers a 35-year commitment to bold, strategic investments in racial equity work. Echoing Green's Programs Team is responsible for selecting and supporting the Fellows who are selected as part of the REPF, offering funding and capacity-building for the incredible leaders working on the frontlines of racial equity and justice. To learn more about the initiative, visit [Echoing Green Campaign](#).

Those who work at Echoing Green have a front row seat to the brightest leaders with the most innovative ideas driving social progress across the world. They are fired up to be their partners, their advocates, and their biggest champion. To learn more about their [2022 Fellows](#) and recent accomplishments in their [2022 Annual Report](#).



## Scope and Responsibilities

An integral member of the Development Team, the Director of Individual Giving is responsible for the development and implementation of strategies and initiatives to ensure a strong base of financial support for Echoing Green. This role has two core responsibilities: portfolio management, and strategic team development and management. As a portfolio manager, they will work closely with members of the Development Team and the Leadership Team to build, manage and cultivate a portfolio to increase retention and giving levels (in addition to identifying prospective high-net worth donors). They will also closely with the Vice President, Development (VP) to design an effective structure for the growing Individual Giving team (currently two members), by defining roles, building portfolios and leading the overall strategic development of the individual giving program. Over time, they will come to manage that team structure. The Director of Individual Giving serves as an ambassador for Echoing Green, a core contributor in reaching organizational goals and objectives.

We value the ability to serve fellows from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional social entrepreneurship community. The successful candidate will be an equity-minded individual committed to collaborating with an internal team and external community partners who are also committed to closing equity gaps.

The position has hybrid options and will report to the VP, Development in New York.

## Specific Responsibilities

### Portfolio Management

- Build, manage and cultivate a portfolio of 65-85 existing and prospective five and six figure individual donors.
- Design and execute individual donor fundraising campaigns and activities.
- Analyze prospect research with a keen understanding of moves management to steward donors towards major gifts.
- Develop and implement fundraising policies and procedures, including donor pipeline strategies.
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.
- Manage the creation and production of all fundraising/outreach materials, including (but not limited to) letters, emails, and prospectuses.
- Maintain up to date and accurate records of all individual donors in the Echoing Green Salesforce database.

### Team Building and Development

- Use data to design and guide strategic growth of EG's individual giving program: build the departmental organization chart, portfolios, and define roles and responsibilities to increase gift size and number of relationships under management.
- Over time, oversee the implementation of new portfolios at giving levels ranging from 5&6 figures down to small dollars and annual fund giving.
- Manage EG's development events strategy.
- Prepare data driven reports, analysis, and PowerPoint decks to develop strategy and support implementation of new programs.



## Key Selection Criteria

- A minimum of 7 years demonstrated fundraising experience, success in fundraising management and frontline solicitation.
- A data-oriented person, fluent in Salesforce, Excel, and PowerPoint.
- Someone who is flexible and as excited to build a team as they are to get out and frontline fundraise.
- Strong analytical and prospect research skills.
- Experience successfully identifying high potential donors and developing effective strategies to cultivate, solicit and upgrade donors.
- A working knowledge of effective moves management strategies.
- The ability to develop systems to support effective moves management, track donor engagement.
- Experience developing fundraising materials such as proposals and reports.
- A high level of discretion and ethical approach to fundraising.
- Proficiency in Salesforce and to proactively utilize it for donor management and reporting.
- Strong interpersonal skills with ability to establish effective working relationships with staff and stakeholders.
- Ability to maintain a high level of awareness of and monitor US fundraising trends and best practices.
- A working knowledge of Microsoft Office Suite/ Google Suite.
- Alignment with the mission and vision of Echoing Green.

## Personal / Professional Attributes

- Excellent written and verbal communications skills with great attention to detail.
- Demonstrates a collaborative, flexible, and well-suited work style to excel in an entrepreneurial, collegial environment at all levels both internally and externally.
- Systems, data, and detail orientation.
- Willingness and ability to travel domestically and to work/travel on evenings and weekends.
- Proven ability to meet deadlines with competing timelines.

## Additional Information

New York City law now requires private employers to verify that all employees (including remote employees) are fully vaccinated unless an exemption is required based on the statutes of this law.

Echoing Green offers a full benefits package including 20 days of Paid Time Off, medical, dental, vision insurance, life insurance, and a 403(b)-retirement savings plan with an employer match.

As an equal opportunity employer, Echoing Green encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability, or any other legally protected basis.

Salary starting at \$130,000.



## Contact Information

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