



MICHIGAN ROUNDTABLE FOR DIVERSITY AND INCLUSION

Job Posting

TITLE: Manager of Individual Giving

TIME FRAME: Start March 1, 2017

REPORTS TO: CEO/President

STATUS: Part-Time

ORGANIZATIONAL BACKGROUND:

The Michigan Roundtable for Diversity and Inclusion is a 75-year-old human relations, racial and social justice organization located in Detroit bringing together citizens and a wide-range of community leaders to make sure all people are welcomed and treated fairly.

SUMMARY:

The Manager of Individual Giving works under the general supervision of the President and CEO to provide leadership in the design and implementation of the individual giving dimension of the Roundtable's fund development program.

ESSENTIAL DUTIES: Limited, see full Job Description

- Lead the execution of the Roundtable annual fund development plan, with a focus on individual giving, including the: Annual Appeal, Major Gifts and Planned Giving.
- Further develop individual giving membership campaign.
- Support implementation of Champions of Inclusion breakfast and other special events targeting individual donors as needed.

KEY QUALIFICATIONS: Limited, see full Job Description

- Ability to develop and implement fund development strategies aligned with the Roundtable's mission, vision, and values.
- Proven experience cultivating and stewarding donors.
- Ability to conceptualize and describe funding needs in a compelling way.
- A familiarity with and understanding of the fund development field, with knowledge of philanthropy in Michigan.
- BA or equivalent in a related field preferred.
- A minimum of 5 years of experience in fund development for a nonprofit organization or sales/marketing with a business.

Michigan Roundtable for Diversity and Inclusion is an EEOC Employer

To Apply please submit a resume and cover letter to Steve Spreitzer, President and CEO
sspreitzer@miroundtable.org .