



Individual Giving Manager (Major Gifts Officer), Development

About the Organization

Women In Film advocates for and advances the careers of women working in the screen industries--to achieve parity and transform culture. Founded in 1973, WIF supports all women working in film, television and digital media, from emerging to advanced career, focusing on advocacy and education, and working to preserve the legacies of all women working in the entertainment community.

Five years ago WIF, with our partners at the Sundance Institute, began conducting research to better understand the gender gap in Hollywood. The research succinctly identified the barriers and most consistent “fall-out” points for female filmmakers--from the earliest development of projects at Sundance Institute Labs, through the festival experience and into the marketplace. Over the past year, the conversation about women in film and television has reached an all-time high. We are at an unprecedented tipping point, and our challenge is to move from talk into action by implementing solutions that will have a tangible impact and increase the number of women in front of and behind the camera.

About the Role

The Individual Giving Manager is a new position at WIF with tremendous potential and a clear pathway for success in developing gifts of \$1500-\$1m+ with an emphasis on \$5k+ as well as managing our scaled donation drives at lower levels. While WIF regularly receives gifts within the major gifts range, there is an opportunity through this specialized position to build a more consistent line of revenue that grows WIF sustainability and resources for impact. We seek someone who is strategic, entrepreneurial, organized, a strong communicator, affable and interested in building out the program over the next few years. With success, there is a pathway for this position to manage headcount.

Responsibilities include:

- Representing WIF to the broader public as a storyteller and fundraiser for the organization;
 - Developing a deep and nuanced understanding of and ability to articulate the WIF theory of change, program strategies and impact to varying audiences;
 - Centering, upholding, and representing the WIF Mission, Values, Impact and story(ies) to external supporters - potential and current.

- Engaging in and holding responsibility for all aspects of the individual donor development cycle - including donor identification, research & qualification, cultivation, effective solicitation, acknowledgment, and stewardship;
 - Developing written annual strategy, tactics, pipeline, and calendar; and consistently reporting progress against goals (on a monthly basis and as requested);
 - Building, growing, managing and successfully soliciting a pipeline of donors sufficient to meet or exceed annual revenue goals;
 - Partnering with, supporting and cultivating sources of prospects including the WIF Board of Directors, leadership and staff, partners, membership program and general networking;
 - Leveraging ED, DoD, program staff, and board in solicitations;
 - Ensuring donors are appropriately acknowledged, included in appropriate or advantageous events and campaigns, and have the opportunity to receive member related benefits as committed by WIF.

- Working with Development team members to improve, build and maintain efficient tools to report and record all aspects of the donor cycle;
 - Build, improve, and maintain thorough and timely record keeping in WIF CRM tools (at present Monday.com and Neon CRM);
 - Maintain a timeline of activities that rolls up to and leverages broader team and organization timeline;
 - Help maintain Individual giving records in Board Give/Get;
 - Approve accurate recognition lists by donor level for outward facing materials (Annual Report, Website, Tribute Journals, Invitation lists, etc.);
 - Reconcile Individual Giving program transactions with Finance and CRM monthly.

- Representing and advocating for Individual Giving program and donor needs, obligations, commitments, successes, challenges and opportunities through regular and efficient communication to supervisor, team and organization;
 - Working with Development Manager and Communications team for digital (web, email, social media) needs and opportunities;
 - Working with Development Manager and Coordinator for database, calendar and project management tool needs and opportunities;
 - Working with Events team for event related needs and opportunities;
 - Working with Director, ED, and Executive assistant for ED and Board related needs and opportunities;
 - Communicating successes to solicitors supporting MGO

- Developing effective donor communication assets in coordination with Development and Communications team, including:
 - Creating / compiling a compelling major donor Case for Support one-sheet and deck with Development and Communications team;
 - Ensuring donation form and web presence is effective, up to WIF Communications style standards, and includes current and relevant information;
 - Act as leading strategist in donor pitch strategies at events;
 - Supporting Development and Communications team in Developing organization Annual Report;
 - Update standard Donor acknowledgement letters and emails annually with current statistics and stories.

- Serve as a valued and collegial member of the WIF Development team.
 - Participate in team, cross functional, all staff and board meetings as required or advantageous;
 - Support in developing overall Development team strategy and function;
 - Communicate respectfully and professionally.

Preferred qualifications: Past experience as a Major Gifts Officer - or - in management of an annual sales cycle with a revenue goal and portfolio of accounts. Experience with the screen industries community, media/gender advocacy, or movement fundraising a plus!

Ability to attend events on evenings and weekends, experience in CRM, and aptitude for google office suite necessary.

This is an exempt/Full-Time Year-Round position, Monday through Friday (though weeknight and weekend hours may be required) that reports to the Director of Development.

Salary Range: \$80,000-\$100,000. Benefits include medical, dental, 403B (retirement), vacation time, sick time and holidays.

Please send resume, cover letter via email only to jobs@WIF.org with “**Individual Giving Manager (Major Gifts Officer)**” in the subject line of your email. No phone calls please.

Learn more about the organization at www.WIF.org

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore, actively encourages applications encouraging people of any race, color, sex, national origin, religion, age and ability to apply for positions.