



Manager of Donor Stewardship

YES! Media is growing. With a base of 40K+ supporters (subscribers and donors), and millions of annual website visitors, YES! has significant potential for higher levels of giving. YES! seeks a talented development professional to develop and execute a donor stewardship program, helping donors fulfill their passions and interests through their giving to YES! The Manager of Donor Stewardship will secure funds for the organization by stewarding our donors who give \$500 or more per year (our Founders Circle members), assuring that as many as possible are recruited, retained, and upgraded in their giving and engagement.

This full-time, Seattle-based position reports to the Executive Director, with occasional evening and weekend work required, and approximately 25 days of travel per year.

Responsibilities

This position will have direct responsibility for meeting fundraising goals for donors giving \$500 or more per year, and achieving significant growth of this base over the next 5+ years. In collaboration with the Executive Director and other team members, the Cultivated Gifts Manager will:

- Develop and manage a creative, dynamic and donor-focused program of benefits, engagement, and cultivation for donors across the US and specifically within the Seattle metro area
- Qualify donors to assess potential for increased giving using internal and external database resources and other strategic research
- For higher level donors, set individual goals based on the donor's giving history and knowledge of that donor's potential, and set and execute a communications and solicitation plan so individuals are retained and upgraded
- Support the Executive Director in cultivating and soliciting gifts of \$5000+ per year.
- Organize and execute 6-8 cultivation events for current and prospective donors per year. This includes enlisting current donors to host events, provide new prospect names, and cultivate donors
- Organize and execute an annual fundraising brunch (~200 attendees) to secure multi-year pledges of \$500 or more, and strategize and coordinate post-event follow-up
- In collaboration with the Executive Director, support board members' cultivation and solicitation of major gift prospects.
- Ensure ethical, accurate donor research on major gift prospects.
- Maintain donor records in Salesforce including accurate contact information, contact reports, gift capacity ratings, pledged gifts, and scheduled next steps
- Create monthly reports that accurately reflect activity and performance
- Perform other major donor activities as may be required

Requirements

In addition to having a passion for the YES! mission to inspire people to create a just and sustainable world, qualified applicants should have demonstrated success in increasing donations through a program of individual cultivation and solicitation. Applicants should:

- Have 4+ years of experience in nonprofit fundraising or development
- Have 2+ years of experience qualifying and cultivating high-level donors, including experience soliciting gifts in person and by email and phone
- Be highly organized, with excellent written and oral communication skills and an engaging manner
- Possess a genuine appreciation for donors, and experience a deep satisfaction by helping donors fulfill their greatest wishes
- Have experience in supporting executive directors or equivalent in fundraising
- Have experience in working with volunteers involved in fundraising, including but not limited to board members
- Have experience managing people (often indirectly), processes, deadlines, and budgets with transparency and a positive attitude
- Be proficient in Microsoft Word and Excel, with experience using Salesforce or other fundraising or customer relationship management databases
- Revel in setting and achieving measurable goals
- Have earned a BA or equivalent

Additional desired qualifications include

- Coursework in nonprofit fundraising and/or management
- Grant or proposal writing experience
- Supervisory experience
- Experience with media/content organizations, and/or social justice or sustainability organizations

About YES!

YES! Media is a nonprofit, independent publisher of solutions journalism. Through rigorous reporting on the positive ways communities are responding to social problems and insightful commentary that sparks constructive discourse, YES! Media inspires people to build a just and sustainable world. Founded in 1996, we helped drive the modern “solutions journalism” movement, covering the communities, ideas, and initiatives working to build a better world. YES! is reader-supported, nonpartisan, and governed by a board of directors made up of journalists, thought leaders, and community activists. We publish stories daily online and quarterly in a print and digital magazine. In 2017, YES! had 5 million unique online visitors, 40K+ subscriber households, and 8K+ donors.

Our workplace is lively, collegial, and collaborative and offers many opportunities to learn and grow professionally. This position will be based at the YES! office in Pioneer Square in Seattle, Washington, with occasional commuting to Bainbridge Island and part-time remote working options.

Compensation: This is a full-time position with a salary range of \$55,000 to \$65,000 per year, depending on experience. Excellent benefits, including fully paid medical, dental, disability, and vision insurance; generous vacation, holiday, and sick leave; and retirement contribution.

How to Apply: Please send an email with the cover letter in the body of the email. Attach a resume and send to jobs@yesmagazine.org with "Manager of Donor Stewardship" in the subject line. No paper applications or phone calls, please. **Application deadline is Friday September 7, 2018.**

We are an equal opportunity, affirmative action employer. YES! does not discriminate in employment on the basis of race, color, sex, religion, age, national origin, disability, military or marital status, sexual orientation, gender identity, genetic information, or political ideology.

People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply. YES! is strongly committed to building a staff that represents the diversity of communities we write about.

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