



# Philanthropy Manager

[Freedom School Partners](#), Charlotte, NC

## Job Description

Freedom School Partners (FSP) seeks a dynamic Philanthropy Manager to drive our individual giving and major gift strategies, ensuring excellence in donor engagement and database integrity. This crucial role involves managing individual giving initiatives—such as direct mail campaigns, major gift stewardship, and annual giving—while fostering strong donor relations through meticulous gift entry and acknowledgment. The Philanthropy Manager will also provide essential strategic support to advance our development goals. We are looking for a motivated professional who excels in a collaborative environment, demonstrating a commitment to FSP's mission of inspiring our scholars to love reading and learning, believe in themselves, and create extraordinary futures. The ideal candidate will bring a blend of strategic insight and hands-on experience in development.

### What You'll Do/Role Responsibilities

1. Donor Engagement & Stewardship:
  - Identify, cultivate and steward relationships with donors, sponsors, and partners.
  - Develop and implement strategies for donor retention and growth.
  - Prepare and distribute regular communications, including impact reports, and event invitations.
  - Maintain gifts portfolio and regularly solicit donors.
2. Donor Data Integrity:
  - Enter all gifts, pledges, and in-kind donations into Raiser's Edge NXT (CRM).
  - Send personalized donor acknowledgments and pledge reminders promptly.
  - Generate queries, reports, and lists as needed, and analyze data to support donor cultivation efforts.
  - Maintain the integrity of donor records by ensuring data is accurate, consistent, and complete, including entering notes and actions from FSP staff.
3. Team Support & Collaboration:
  - Support the Chief Development Officer in managing the Development Committee.
  - Provide additional staff support as needed to benefit FSP and expand its mission.
  - Support the Development team in grant acquisition and management.
  - Assist in the creation and execution of annual fundraising plans and FSP campaigns.
  - Represent the organization at community events.
4. Additional Responsibilities:
  - Perform other assigned duties.

### Qualifications/Knowledge/Education

- Bachelor's degree in nonprofit management, business administration, communications, or a related field, and a minimum of four years of related experience in fundraising.
- Strong written and verbal communication skills, with a keen focus on accuracy and attention to detail.
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint), G Suite, and Cloud-based platforms.
- Proficiency in Raiser's Edge **required** for donor management, database maintenance, and reporting.
- Exhibits a professional demeanor and strong team spirit, with a high level of motivation to support organizational needs beyond primary responsibilities.
- Valid ID and reliable transportation.
- Satisfactory drug test and satisfactory background check for criminal and child protective findings.



### **Accountability**

- The Philanthropy Manager will report to the Chief Development Officer and be an integral part of the organization's Development Team.

### **Compensation/Benefits**

- Annualized Cash Compensation Range: \$65,000-\$70,000\* (\*actual salary based on experience.)
- FSP offers a generous benefits program, including vacation, holiday, and sick/personal days, as well as employer-paid health, life, and AD&D insurance.

### **Application Process**

- Interested applicants should send their resumes and cover letters to [admin@freedom-schoolpartners.org](mailto:admin@freedom-schoolpartners.org) with Philanthropy Manager in the subject line. Applications are due by September 20, 2024. Please note that interviews will be conducted on a rolling basis as qualified candidates apply, so early submission is encouraged. Please be aware we cannot accept inquiry calls.

### **Who We Are**

Freedom School Partners is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success.

### **Equal Employment Opportunity**

We are an equal opportunity employer that does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or any other basis protected by law. Employment is based solely on a person's merit and qualifications.

### **Disclaimer**

The above statements describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.