Job Announcement

Manager of Individual Giving & Development Operations

The Manager of Individual Giving & Development Operations will manage and coordinate the direct mail, telemarketing, and vendor management operations for GPB’s development team. The Manager of Individual Giving & Development Operations will assist in data services and the production of On-Air Fundraising campaigns. This position will report to the Director of Individual Giving & Development Operations.

Candidate Qualifications:

- Bachelor’s degree required.
- 5+ years of experience in nonprofit fundraising and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.
- Strong written and oral communication skills and organizational proficiency is required.
- Excellent organizational planning and proven ability to meet deadlines
- Methodical and detail-oriented with the ability to multi-task and resolve challenges creatively
- Foundational knowledge of fundraising and commitment to a culture of philanthropy; working knowledge of Raiser’s Edge preferred
- Ability to work with diverse constituencies, partners and stakeholders, locally and nationally, and communicate with tact, diplomacy and professionalism while representing GPB
- Must be flexible to work some nights/weekends

Job Responsibilities Include:

- Manages all Direct Mail campaigns including renewals, acquisition, additional gifts, lapsed efforts and sustainer mailings.
- Assists in the design, printing, and shipment of in-house use of fundraising materials including pledge reminders and acknowledgment letters.
- Manages GPB’s telemarketing campaigns including maintaining of scripts, collateral and campaign strategies.
- Monitors expense budgets, invoices and payments to all direct marketing vendor partners
- Assist in producing of live television and radio on-air fundraising campaigns.
- Assist in production of fundraising spots and content for television and radio use.
- Create and manage source codes and campaign data in Raiser’s Edge for Individual Giving campaigns, including Direct Mail, Telemarketing, and On-Air Fundraising.
- Provides additional support for data services including data entry and hygiene as it relates to the overall operations of the Development division.
- Assist with other duties as apparent or assigned.

We Offer:

- Flexibility with telecommute and office schedule, paid holidays, paid vacation and sick leave, retirement plans, health, dental, and vision benefits, life and accidental insurance, health and childcare spending accounts, disability insurance and opportunities for training and professional development.

To Apply: Upload resume, references, and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

APPLICATION DEADLINE: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATE POSTED: August 4, 2022

RECRUITMENT NUMBER: C-18-2022