

Job Title: Monthly Giving Manager
Organization: USNC for UN Women
Region: DC Metro Region

Description:

The US National Committee (USNC) for UN Women is an independent non-profit, 501c3 organization that supports the mission of UN Women and social, political, and economic equality for women and girls around the world. Our members and supporters are men, women, and children in cities around the country who give their time and resources to support a world where women of all ages have access to education and employment opportunities, and sustainable livelihoods that enable them to live free of gender-based violence.

Originally chartered in 1983 as a National Committee for UNIFEM (now part of UN Women), the U.S. National Committee is committed to expanding support and raising funds within the United States for UN Women. Through the help of our Board of Directors, Advisory Council, local chapters, and members we help support UN Women projects that span 100 countries around the globe.

We are seeking an inspired, energetic, hands-on fundraising professional to launch and manage our monthly giving program to create sustainable and ongoing support for the USNC for UN Women. The Monthly Giving Manager will be responsible for establishing the monthly giving program, promoting it to donors, attracting and retaining new donors, tracking and reporting the program results; stewardship of monthly donors; and growing the program to meet specific annual objectives.

Primary Responsibilities:

- Building a base of monthly donors for ongoing support of the USNC for UN Women through multiple channels including mail, phone, email, and USNC UN Women events.
- Calling current donors to convert them to monthly giving.
- Retaining monthly donors and minimizing attrition through active follow up and stewardship efforts including database management and the creation of an effective communication strategy aimed at monthly donors.
- Tracking and reporting revenue and expense performance to the USNC President, Treasurer and Fundraising Chair.
- Collaborating with the USNC National Board to develop the appropriate messaging for the Monthly Giving webpage and printed material.
- Collaborating with the fundraising and membership committees to ensure that the Monthly Giving Program is working as a cohesive element of the USNC strategic plan.

Qualifications:

- 2+ years experience in development and management of a monthly giving program
- 2+ years experience successfully calling donors to solicit monthly giving
- Experience tracking and reporting customer/fundraising data
- Excellent oral communication skills / client management experience

To Apply:

Please send a cover letter and resume to:

director@unwomen-usnc.org