Individual Giving Coordinator

The Washington Office on Latin America (WOLA) seeks a highly organized and motivated individual to join our dynamic fundraising team. This creative and ambitious team works to increase and expand the philanthropic activities that make WOLA’s human rights advocacy possible. We are looking for someone passionate about social change who understands the value and strategic function of fundraising in creating that change. They will work with the director for individual giving to engage with a committed community of individual supporters and manage a growing portfolio of $1,000-$5,000-level donors through individual solicitation and events. They will lead the planning of events, conference calls, and online engagement for the WOLA’s giving society. They should feel comfortable “making the ask” and communicating with individuals that they may not know well.

WOLA is an organization that values upholding human dignity and making space for unheard voices. We are passionate about our work and strive to make our organization a healthy and safe space for all to work at and feel supported. We support our staff with a culture of innovation, collaboration, understanding, and integrity. WOLA was recognized by Washingtonian Magazine twice as one of DC’s “Best Places to Work” and by The Washington Post as one of DC’s best-managed nonprofits. WOLA’s office has a staff of twenty-eight, three interns, and six Senior Fellows. Our office is currently remote due to COVID-19 concerns. The selected candidate will be expected to be physically present in the D.C. area as of April 2022.

Reports to: Director for Individual Giving

Responsibilities include:

Donor Engagement (50%):

- Manage relationships with a growing portfolio of individuals giving $1,000-$5,000, including identification, cultivation, solicitation, stewardship, and timely acknowledgment for gifts to the annual fund, gala, and special initiatives.
- Execute strategies for low-level donors, including increasing online donor engagement, direct mail appeals, and at least two annual campaigns. Collaborate across teams internally to maximize outreach coordination.
- With the support of the director conceptualize, draft, organize, and deploy fundraising campaigns; this will include messaging goals, timelines, list segments, revenue tracking, and acknowledgment procedures.
- Evaluate and report on the results of fundraising campaigns—income generated, numbers of donors, average gifts, open and response rates for digital appeals, and other donor statistics—to provide recommendations for future campaigns.
- Draft solicitation letters, acknowledgments, newsletters, and other personal messages, ensuring that all are accurate, sent in a timely manner, and tracked in EveryAction.
- Create and maintain funder records in the EveryAction database, enter gift information, check the accuracy, and maintain a manual of standardized gift practices.
- Support the President, vice president for development, and director for individual giving on major gift strategies and asks as needed.

Event Planning (30%):

- Coordinate the annual WOLA Human Rights Award and Benefit Gala to maximize income and increase engagement. Includes sponsorship requests, strategizing on event format, and supporting the co-chairs and host committee.
- Manage major donor cultivation and stewardship opportunities through WOLA’s giving society. Plan annual events, including quarterly calls, President’s memos, dinners, and other scheduled programming.
Prospecting (20%):

- Work collaboratively with and in support of board members, WOLA’s development staff, and other WOLA representatives to identify, cultivate and solicit current and new donors for organizational priorities.
- Additional job requirements: overseas and local travel required when public health conditions permit; full-time position; some long hours and weekend work required. While this job description provides a general overview of the essential responsibilities it does not represent a contract of employment.

Qualifications:

- Commitment to or experience working on issues related to human rights, democracy, and social justice in Latin America.
- Three to five years of individual development/fundraising experience, including the use of a CRM, and event planning.
- Exceptional verbal and written English communication skills. Knowledge of Spanish is preferred.
- Experience tracking donor revenue and common statistics in philanthropy – response rates, donor retention rates, net/gross income, etc.
- Highly-organized and efficient; able to prioritize work based on minimal direction and multiple competing priorities.
- Must have excellent interpersonal skills and experience managing the expectations and needs of a diverse group of high-level volunteers and philanthropists.
- Ability and willingness to travel both domestically and internationally.
- We encourage a variety of individuals to apply for this role, even if you don’t meet 100% of the qualifications.
- Please note: Due to the level of this position, we regret that it is not eligible for a work visa; we can only hire candidates currently authorized to work in the United States on a full-time basis.

Salary: $60,000-$69,000 dependent on the candidate’s level of experience; Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks annual vacation, 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of parental leave. The office is closed between Christmas and New Year’s.

Applications Due By: We are accepting applications and starting interviews on a rolling basis. The final due date is March 16th. We are hopeful for an April start date.

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, a writing sample relevant to individual giving fundraising (no grant or foundation proposals), and a list of three references with daytime telephone numbers and email address to employment@wola.org. You will receive an automatic email once you apply, if you do not please check your spam folder. We do not accept phone calls related to positions and will only reach out to candidates that we move forward with.

WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals, even if you don’t meet 100% of the qualifications. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, socio-economic circumstance, record of arrest or conviction, or any other status protected by applicable law.