



## Job Announcement

**Title:** Individual Giving Officer

**Supervised by:** Executive director

**Description:** Part-time, flexible hours, with potential to grow into full-time

**Location:** Boston

### About the organization:

The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

### Description:

ACDC is seeking an Individual Giving Officer to be an externally-focused, results-oriented front-line fundraiser responsible for managing a portfolio of donors and prospects with a focus on cultivating new donors and retaining current donors. The Officer will work with the Executive Director and Board to set annual giving goals and cultivate and solicit gifts of up to \$25,000+ in support of our programs. The Officer will set individualized moves management strategies and secure in-person meetings, site visits, and coordinate with our special events.

### Responsibilities

- Manage a portfolio of 50+ major donors and create cultivation and stewardship strategy for each donor.
- Establish and work to meet annual income goals for each major donor with a focus on increasing giving.
- Set and meet monthly contact goals for meaningful in-person visits, solicitations calls and emails
- Coordinate with staff on communications/marketing and annual events as they relate to individual giving
- Input contact reports into the donor management system in an accurate and timely manner.
- Oversee personalized gift acknowledgement and stewardship communication.

### Qualifications sought:

- At least five (5) years of comparable experience in development, must include experience in major gifts and face-to-face donor cultivation and soliciting.
- Demonstrated success in major gifts work, including prospecting, cultivation, solicitation and stewardship.
- Demonstrated success in managing and prioritizing all tasks associated with major gifts work, including writing successful and compelling appeals, using donor tracking systems, etc.
- Record of personally securing 5-figure gifts from individual donors.
- Proven ability to develop and implement a major gifts plan to identify and qualify new major donors.
- Successful experience working with board members or lead volunteers.
- Superior interpersonal skills; ability to manage relationships with ease and to be an intellectually curious and good listener.
- Ability to participate in evening/weekend events as appropriate

**To apply, please e-mail resume and cover letter to:**

Angie Liou, Executive Director, [angie.liou@asiancdc.org](mailto:angie.liou@asiancdc.org)

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