

**Position Description:  
Development Manager, Individual Giving**



The Individual Giving Manager is a full-time, exempt position within the development department that reports to the Executive Director. The Individual Giving Manager position is available to candidates in the central Maryland or central Kentucky regions. The Retired Racehorse Project is a hybrid remote workplace.

The RRP has an established donor base which is primed for better stewardship, growth, and expansion. The primary responsibility of the Individual Giving Manager is to execute a comprehensive development strategy to address these objectives. Fundraising programs, donor groups, and campaigns that fall under the scope of this position include:

- Monthly/recurring donors
- Year-end appeal
- Silent Auctions
- Peer-to-peer fundraisers
- Major gifts (\$10,000+) and planned giving
- Donor appreciation events/activities
- Unique industry-based programs such as the Consignor Pledge program
- Assist with elements of grant writing, management, and reporting as assigned for four to six grants annually

The activities typical of this position include but are not limited to:

- Conceptualizing, implementing, and maintaining a donor stewardship matrix
- Outreach, solicitation, and networking
- Ensuring the execution of ongoing donor administrative tasks (thank you notes, donation receipts) and CRM accuracy
- Working across departments to coordinate rollout of fundraising campaigns and activities
- Working closely with the communications team to design campaigns and donor communications that adhere to established brand identity, messaging, and visuals
- Working closely with leadership to evaluate, set, and monitor budgetary goals applicable to the role
- Maintaining public charity profiles such as Candid, Charity Navigator, donor advised funds, and employee giving programs.
- Supporting other development and programmatic activities as needed
- Other tasks as assigned by senior staff

**Necessary Skills and Other Requirements**

- A minimum of a high school diploma and five years' full-time employment experience in relevant line(s) of work such as nonprofit development, sales, or customer service.
- Strong computer knowledge. This is fundamentally an administrative position that heavily utilizes a web-based CRM and task management platform, Microsoft Office suite (particularly Excel), Adobe Acrobat, and other web-based applications.
- Exceptional written and oral communication skills and attention to detail
- Experience in either sport horse or Thoroughbred racing industries whether as a professional or amateur.
- Occasional event attendance requires long days with prolonged periods of standing and walking as well as lifting and carrying objects up to 50 pounds.

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- Available to travel (<10%) for events as needed with adequate notice. Must be available to attend the Thoroughbred Makeover, held annually in Kentucky in October.
- Must have driver's license and own transportation.

**Compensation and Benefits**

- The starting salary for this position is \$50,000, which may increase dependent upon experience.
- All full-time employees are immediately eligible for health insurance benefits (including dental and vision) with 50% of the employee's premium paid by the RRP
- Full-time employees are also immediately eligible for participation and fully-vested in a 401K retirement plan with a matching contribution by the RRP of up to 3% of the employee's salary.
- The RRP offers a flexible unlimited paid time off policy and observes the Federal holiday schedule plus the Friday after Thanksgiving, and the week between Christmas and New Year's Day.
- Home Wi-Fi and cellphone stipends are also available for remote employees.