

**Role Title: Director of Individual Giving**

**Link to Apply:** <https://recruiting.paylocity.com/recruiting/jobs/All/96dc3868-7f06-4a4b-9f4d-3d9e3f09ac48/EMERGE-Fellowship>

**The Opportunity:**

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and equips high-achieving students from low-income communities to attend, thrive at, and graduate from the nation's best colleges.

The successful candidate will be a results-oriented individual with superb organizational and analytical skills, collaborative instincts, and strong innovation, creative thinking, and communication skills who will develop and execute effective individual giving fundraising strategies for EMERGE. Candidates who are passionate about the opportunity to effect meaningful change in the lives of thousands of high-performing students from income-constrained communities and the next generation of leaders are encouraged to apply.

**The Role:**

The Director of Individual Giving is a key member of the EMERGE development team, responsible for driving individual giving efforts, managing a portfolio of mid-level donors, overseeing the EMERGE Mentorship Program, and strengthening engagement with EMERGE alumni. This role is ideal for a strategic and relationship-driven fundraiser with strong project management skills and a passion for connecting donors and volunteers to EMERGE's mission.

**Estimated Start Date:** April 28, 2025

**Salary Range:** \$78,000 – \$87,000

**Reports To:** Managing Director of Development

**Location:** Houston, TX (Hybrid) **3 days from home, 2 days in office**

## **Key Responsibilities:**

### Mentorship Program + Volunteer Management (50%)

- Lead and oversee the **EMERGE Mentorship Program**, ensuring seamless mentor and student recruitment, training, and engagement.
- Develop and execute a **mentor engagement strategy**, ensuring high mentor retention, satisfaction, and alignment with EMERGE's mission.
- Plan and execute **mentorship events**, including orientations, minglers, seasonal meet-ups, networking workshops, luncheon orientations, and externship week.
- Implement a **volunteer recognition plan** to celebrate and acknowledge the contributions of mentors.
- Create and manage a **monthly/quarterly communication plan** to keep mentors informed, engaged, and equipped to effectively support students.
- Streamline the **mentor-student matching process**, ensuring a high-quality and impactful experience for both parties.
- Enhance program materials and processes to **professionalize and elevate the overall mentor experience**.
- Collaborate with the **program team** to design and implement a broader **volunteer engagement strategy**, creating pathways for donors and community members to contribute to EMERGE's mission beyond mentorship.

### Individual Giving (30%)

- Develop and execute a comprehensive **annual giving strategy**, incorporating direct mail, digital campaigns (email, social media, text giving), peer-to-peer fundraising, tele-fundraising, and virtual fundraising events.
- Write and develop compelling **solicitation materials** and donor appeals that effectively communicate EMERGE's impact and inspire giving.
- Build and schedule **fundraising emails** in Constant Contact, ensuring timely and strategic outreach.
- Track solicitation results, compiling and analyzing data to measure **campaign effectiveness, giving patterns, and donor engagement trends**.
- **Cultivate and steward a portfolio of mid-level donors** (\$1K-\$5K), conducting regular touchpoints via meetings, calls, and emails to strengthen relationships and increase giving.

- Participate in **prospect strategy and portfolio review sessions** to identify new opportunities for donor engagement.
  - Work closely with the Senior Manager of Special Events & Stewardship to **define donor tiers, recognition strategies, and engagement opportunities.**
  - Stay informed on **fundraising best practices, trends, and emerging technologies**, proposing innovative strategies to enhance donor engagement and retention.
- Alumni Board Management + Relations (20%)
- **Develop and execute a strategic plan** for alumni engagement, identifying key initiatives to increase alumni giving and participation.
  - **Oversee and support the EMERGE Alumni Board**, guiding its efforts to drive fundraising, engagement, and visibility for EMERGE.
  - Facilitate Alumni Board **meetings, committee work, and initiatives**, ensuring strong and productive relationships among board members.
  - **Plan and execute alumni-focused fundraising and networking events**, providing opportunities for deeper engagement.
  - Develop a **multifaceted alumni communications plan** in collaboration with the Marketing and Communications team to increase alumni engagement, share updates, and strengthen affinity for EMERGE.
  - **Track and analyze alumni engagement data**, using insights to refine strategy and improve outreach efforts.

## **Requirements**

### **Ideal Candidate will have:**

- **3-5+ years of experience** in fundraising, donor engagement, volunteer management, or a related field.
- Bachelor's degree is required.
- Proven success in **annual fund campaigns, mid-level donor cultivation, and digital fundraising.**
- Strong **project management and event planning skills**, with the ability to manage multiple initiatives simultaneously.
- Excellent **written and verbal communication skills**, with the ability to craft compelling donor appeals and engagement materials.
- Experience in **volunteer program management**, including recruitment, training, and retention strategies.

- Ability to analyze **fundraising data and metrics** to inform strategy and decision-making.
- Strong **relationship-building skills** with donors, volunteers, and alumni.
- Proficiency in **CRM systems, email marketing tools (e.g., Constant Contact), and fundraising software** is preferred.
- **Passion for EMERGE's mission and a commitment to advancing educational equity.**

**Who we are:**

**At EMERGE, we live by our Core Values:**

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

EMERGE was founded in 2010 and has grown rapidly from serving just 14 students to 3,200 students across five Houston-area school districts and at more than 150 colleges and universities across the country.

As EMERGE's impact has grown, our nonprofit team has grown to over 50 staff members. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

**What we offer:**

At EMERGE, we aim to enact our core value of "equity grounds us" within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees. To determine salary; we consider each candidate's relevant experience, growth potential, and responsibilities within the role, as well equity across similar roles within the organization. **The salary range for this role is \$78,000-\$87,000.**

Our salary bands are established to accommodate growth within the role and varied experience levels at point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

**Benefits:**

- We offer Medical, Dental, and Vision insurance.
- We offer Parental Leave.
- We provide Short-term and Long-Term Disability insurance, along with Life Insurance.
- We have a 403b plan with 3% matching.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 18 holidays.