About IGNITE
IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other’s aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space the centers the experiences of young women.

IGNITE Structure
IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Chief Development Officer, they will need to maintain positive, collaborative relationships with staff in other parts of the country and be comfortable collaborating virtually.

IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year, and increasing our overall budget to $10M.

POSITION DESCRIPTION:
IGNITE is looking for a talented Donor Engagement Manager to assist the Development team in planning, organizing, and maintaining IGNITE’s fundraising efforts to grow our donor base. The Donor Engagement Manager’s primary focus is to identify, cultivate and deepen long-term relationships built on an understanding of donor interest, passions, and values. This role will be responsible for setting the strategy, identifying and soliciting donors and executing fundraising plans to acquire, retain and grow individual donor support to achieve IGNITE’s fundraising goals.

RESPONSIBILITIES:

● Work with the Development team to execute all fundraising strategies.
● Manage and grow IGNITE’s small-dollar donor-giving strategy including 3-4 fundraising campaigns.
● Execute a donor communication and engagement strategy created in partnership with Chief Development Officer, Director of Transformational Giving and Communications Director that is
turn-key, including, but not limited to: events, campaigns, emails, program participation, recognition, etc.

- Leverage technology to systemize donor touchpoints.
- Manage and grow IGNITE’s recurring gifts program.
- Identify and cultivate new communities of donors based on various demographics and engagement strategies.
- In collaboration with the Programs team, highlight IGNITE’s impact and uplift participant stories throughout fundraising campaigns.
- Establish and manage peer fundraising models.
- Interface with members of all IGNITE departments.
- Collaborate with other IGNITE team members on organization-wide projects and major events, as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor’s Degree or commensurate experience
- 3-5 years of development/philanthropic experience. An equivalent combination of experience and education sufficient to successfully perform essential functions will be considered
- Proven track record building and growing a fundraising program to secure individual gifts
- Strong understanding of donor cultivation and stewardship strategies
- Experience in the use of Hubspot, Salesforce, or similar CRM products
- Adept in use of computer programs such as Google Suite or Microsoft Office
- Strong command over written and verbal communication skills
- Proven track record of strong organizational skills and attention to detail
- Strong sense of integrity and experience managing confidential information
- Ability to work independently and effectively handle multiple competing projects with an eye on deadlines and goals
- Collaborative and flexible team player
- Requires flexibility of schedule to accommodate needs of the organizations that may include weekend and evening events on occasion
- Good entrepreneurial work ethic and a desire to “get the job done”
- Extraordinary flexibility and willingness to adapt to new internal and external conditions
- Passion for and commitment to the mission of IGNITE
- Commitment to building and fostering a culturally and politically diverse, inclusive, and collegial workplace; multicultural competence and ability to work across lines of difference

Compensation: Manager 1, $62,000/annually

Benefits: IGNITE’s benefits package includes medical, dental, and vision insurance; company-sponsored 401K plan; a generous holiday, PTO and sick package, and more.

To Apply: Please send a resume and statement of interest in PDF format to Amanda Conlee, Chief Operations Officer, at amanda@ignitenational.org.
IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.

IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.