

Job Posting: *Mondoweiss* Individual Giving Manager

Mondoweiss is growing and we're looking to hire an Individual Giving Manager. This is a great opportunity for an experienced person committed to an activist, social-justice approach to fundraising. Inspired to build relationships with donors, the Individual Giving Manager will help increase *Mondoweiss*'s capacity to inform the public about human rights in Palestine.

A new position and key member of the *Mondoweiss* development team, the Individual Giving Manager will report to and work closely with the Executive Director to identify, cultivate, solicit and steward individual donors.

About *Mondoweiss*

Mondoweiss is an independent website devoted to informing readers about developments in Israel/Palestine and related US foreign policy. We provide news and analysis unavailable through the mainstream media regarding the struggle for Palestinian human rights. To learn more, see mondoweiss.net/about.

Mondoweiss is a digital-first news source, which provides timely web, email and multimedia content. In addition to our online content, we have also produced print publications and intend more in the future. Since 2014, we have almost tripled our annual operating budget, which will be approximately \$640,000 this year. Primarily funded by reader support, we also receive some grants from private foundations and some earned income from merchandise and advertising.

About the Position

Mondoweiss seeks a staffer who will grow our prospect pipeline for individual giving and implement a strategy for mobilizing constituents committed to independent journalism and justice for Palestine. The Individual Giving Manager will continue and expand our existing fundraising, including online campaigns, major donor outreach, acquisition of new donors, and increasing gift levels. The successful candidate will contribute to building the *Mondoweiss* brand, and help senior staff cultivate a culture of investment among our supporters.

Responsibilities for this position will focus particularly on donor stewardship, cultivation and communications/appeals. A major responsibility is effective, enthusiastic mass communication — written, oral and graphic. The position will also manage data and individual correspondence for *Mondoweiss*'s community of donors and subscribers.

We seek someone committed to a career in fundraising who has experience in the field and is ready to take initiative when given mentoring and guidance. The successful candidate will be flexible, have a sense of humor and the ability to handle competing priorities.

Responsibilities

Planning and Reporting

- Contribute to annual planning; help set individual giving strategy, including tactics to reach new audiences.
- Develop appropriate cultivation and moves management plans. Develop a plan for donor recognition and moving donors up an engagement ladder.
- Help establish annual goals including dollars raised, retention rate, and donor pipeline development for individual donor portfolio.
- Perform comprehensive ongoing data analysis and evaluation for all aspects of individual giving. Summarize and assess against fundraising targets for leadership team review.
- Ensure fundraising activity and interactions are accurately and promptly tracked in donor databases and acknowledgement letters are generated in a timely matter.

Donor Relations, Stewardship and Cultivation

- Nurture relationships with prospects and donors, including identification, research, cultivation, solicitation and stewardship. Support senior staff in cultivating major donors.
- Take personal responsibility for a portfolio of mid-level (\$250-500) donor relationships.
- Provide high-quality service to *Mondoweiss'* s constituents by fielding questions, solving gift problems and issues in the donor database.
- Use traditional and emerging media channels for effective outreach.
- Help plan and execute special events (house parties, etc.).

Communications and Appeals

- Help develop and implement a communications plan for regular contact with donors regarding issue areas they care most about as well as key organizational developments.
- Coordinating with other team members, create solicitation and effective storytelling including online and direct mail campaigns, using CRM and other tools as needed and using “brand” continuity to match *Mondoweiss’s* tone and appearance.
- Design and produce creative, compelling logos, images and videos for social media and online campaigns. Assist in production of print materials to support direct mail.

Data Management

- Maintain detailed donor records, ensuring complete tracking of all activities and information. As the data “owner,” perform database maintenance including data cleanup, duplicate removal, and mass updates. Maintain/develop operating procedures as needed.
- Use queries and exports to prepare data for direct mail appeals.
- Ensure communications are formatted, targeted, and delivered per best practices.

Job-Specific Requirements

- Demonstrated commitment to Palestinian human rights and *Mondoweiss’s* mission.
- At least three years of professional fundraising experience, with a proven track record in initiating, stewarding and moving individual gifts to higher levels of support.
- Superb writing skills for various audiences; ability to write compelling copy quickly for fundraising and community-building. Able to accept editing, adopt a specific style.
- At least two years demonstrated experience and proficiency using fundraising or other CRM/complex database. Experience with queries as well as mail merges and segmenting.
- Ability to use data to inform strategy and decision-making.
- Capacity to plan ahead but also to adapt to changed circumstances. Strong strategic thinking with constant attention to the goal of attracting and retaining donors.

- Demonstrated proficiency in use of mass email, social media and other tools for reaching large audiences with awareness and fundraising campaigns.
- Solid, persuasive oral communications skills; ability to initiate and enjoy direct communication with donors and prospects; strong customer-service and listening skills. Genuine curiosity about what motivates people to give, and makes them feel appreciated.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and follow through.
- Available for travel two or three times per year as needed.

For specific qualifications above, other experience will be considered if a candidate can present a compelling case for why it is comparable.

Other Desirable Skills

- Comfortable and good at public speaking.
- Familiar with WordPress and/or other web content-management systems.
- Familiar with Adobe Creative Suite or equivalent software, quick to learn new tools.
- Familiar with preparation of other media, such as audio, video or information graphics.

Skills For Success In Our Team

- Detail-oriented, self-starter with excellent organization, prioritization and time-management. Motivated, organized and resilient.
- Team player with a sense of humor and willingness to tackle challenges. Ability to work collaboratively and flexibly, strong communication and coordination skills. Experience with virtual teamwork, including email, IM/chat systems, Skype and conference calls.

Work Conditions

The Individual Giving Manager will work in a team of brilliant, supportive, creative people with a range of expertise and experience, who are based throughout the U.S., Canada and Palestine. The position will be full-time (35 hours/week), exempt, reporting directly to the Executive Director, and will be **remote** (you will work from your own site). We will consider candidates anywhere in the U.S., with some preference for those near

Detroit or other large metropolitan regions. We would consider a substantial part-time role if a candidate makes a strong case, and we are also open to proposals from independent contractors in Canada.

Mondoweiss team members have considerable autonomy and flexibility on when and how they do their work; by the same token, there are times each of us must be available outside of typical business hours. For this role in particular, it is highly probable that there will be some evening and weekend obligations, and at least some hours in the last two weeks of the calendar year (“grayed-out” for vacation requests).

The pay range for this position is \$40,000-48,000 annually depending on experience and qualifications. *Mondoweiss* offers generous paid time off to our employees in addition to personal health benefits, a flexible spending account, and 401K.

To Apply

To apply, please email openings@mondoweiss.net. Use “Individual Giving [YOUR NAME]” as the subject line for your email. *Deadline: Applications will be considered on a rolling basis starting February 21; please apply as soon as possible.*

Please include:

- Your resume.
- A cover letter detailing your interest and qualifications. We’d particularly like to understand your connection to *Mondoweiss*’s mission and related experience. Also very useful: any experience you’ve had working remotely or other evidence that you understand the particular challenges posed by virtual teams.
- A sample fundraising appeal message for any cause (if appropriate, you may describe the medium, context and/or audience for the message)
- A **brief** description of a specific experience using a donor tracking database or similar system. You may describe a complex task you undertook, a feature the system had that you found useful or lacked that you wished it had, or any other aspect of data handling whether or not it was successful.

Those selected for an interview will be asked to provide contact information for references.

Mondoweiss seeks to be a diverse organization and especially welcomes applications from women, people of color, people with disabilities, and LGBTQI individuals. In

addition, we place a particular emphasis on increasing the role of Palestinian-identified people on our team. If you are a member of any of these groups, we encourage you to self-identify in your cover letter. If you need assistance or an accommodation in applying due to a disability, please alert us to that in your letter as well.