

## **DETAILED JOB DESCRIPTION**

**Position Title:** Individual Giving Development Officer

**Organization:** Young People's Chorus of New York City

**Location:** Manhattan, NY (in-office with some event-based evenings/weekends)

**Reports To:** Director of Development

**Status:** Full-time, Exempt

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## **POSITION OVERVIEW**

The Individual Giving Development Officer (IDGO) is a development role responsible for managing YPC's individual fundraising programs and producing the organization's core fundraising and helping with mission-driven events. This position consolidates individual giving, database oversight, and special events into one integrated role suitable for a highly organized nonprofit professional with hands-on experience.

The Officer will work closely with the Director of Development, Executive Producer, Board of Directors, marketing consultants, and an external gala event consultant. The role requires strong project management, donor communication, some event execution skills, and a high degree of professionalism. The Officer must be available for all major events, including evenings and weekends as required.

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## **CORE RESPONSIBILITIES**

### **ANNUAL FUND & INDIVIDUAL GIVING (50%)**

- Plan and manage integrated individual giving efforts, including direct mail, email, and peer-to-peer campaigns.
- Research and steward new small to midrange individual donors in collaboration with the Director of Development and organizational board members.
- Draft solicitation and stewardship communications, coordinating content with marketing consultants to ensure consistency and accuracy.
- Develop donor cultivation and stewardship strategies for small to midrange donors in collaboration with the Director of Development, including board-assisted fundraising efforts.
- Maintain segmented donor and prospect lists in Salesforce and Mailchimp; ensure accurate integration between systems.
- Track and report on fundraising performance, campaign progress, and donor engagement metrics.

- Serve as a primary point of contact for individual donors, responding promptly and professionally to inquiries and requests.
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### **DATABASE MANAGEMENT & REPORTING (25%)**

- Maintain accurate donor, event, and relationship records in Salesforce, including board affiliations and solicitor assignments.
  - Oversee gift entry review, reconciliation with QuickBooks, and coordination with finance staff for audits and reporting.
  - Generate regular fundraising, donor, and event reports for leadership and board review.
  - Coordinate with consultants or vendors on backend database updates, reporting structures, and campaign tracking.
  - Ensure confidentiality and data integrity across all development systems.
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### **SPECIAL EVENTS & BOARD ENGAGEMENT (25%)**

The Officer is responsible for participating in YPC's **four major annual events**, with support from staff, consultants, and volunteers:

- **Winter Concert**
- **Spring Concert**
- **In-Schools Concert**
- **Annual Concert & Dinner Gala Benefit** (in partnership with a Gala Event Consultant)

Key responsibilities include:

- Develop annual event calendar and timelines; manage pre-event planning and post-event reconciliation.
- Serve as internal lead for the Gala Benefit, coordinating logistics, budgets, vendor contracts, donor lists, and on-site execution in collaboration with the external Gala Consultant.
- Manage vendor and partner relationships, including event consultants, venues, caterers, production teams, and designers.
- Work with the event team on run-of-show documents, seating plans, staffing plans, and volunteer coordination for events.

- Work event team to coordinate event collateral, invitations, programs, signage, and digital assets with marketing consultants.
  - Track event budgets and expenses, ensuring alignment with fundraising goals.
  - Support five annual Board meetings, including preparation of materials, donor reports, and logistical coordination.
  - Assist with donor recognition, VIP engagement, and post-event follow-up and acknowledgments.
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## **QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree required.
  - Minimum of 3–5 years of nonprofit development experience, with demonstrated success in individual giving and/or special events.
  - Experience working in small or mid-sized nonprofit organizations strongly preferred.
  - Familiarity with arts, education, or youth-serving organizations is a plus.
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## **REQUIRED SKILLS & COMPETENCIES**

- Strong project management skills with the ability to manage multiple deadlines simultaneously.
  - Excellent written, verbal, and interpersonal communication skills.
  - Advanced proficiency in Microsoft Excel and Word.
  - Working knowledge of Salesforce or comparable CRM systems.
  - Experience with Mailchimp; familiarity with Canva or similar design platforms is a plus.
  - High attention to detail and accuracy.
  - Ability to work both independently and collaboratively.
  - Sound judgment, discretion, and sensitivity when handling confidential information.
  - Commitment to diversity, equity, inclusion, and YPC's mission and values.
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## **WORK ENVIRONMENT**

- In-office position in Manhattan during standard hours (10:00 a.m.–6:00 p.m.).
  - Evening and weekend availability required for concerts, events, and donor activities.
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## **ONLINE JOB POSTING VERSION**

### **Individual Giving & Special Events Development Officer Young People's Chorus of New York City | Manhattan, NY Salary: \$70,000–\$80,000**

Young People's Chorus of New York City (YPC) seeks an experienced, highly organized nonprofit professional to serve as our Individual Giving Development Officer (IDGO). This full-time role combines donor fundraising, database management, and the planning and execution of YPC's major concerts and annual Gala Benefit.

Reporting to the Director of Development, the Officer will manage individual giving campaigns, oversee donor records and reporting, and assist with four major annual events, including our Concert & Dinner Gala Benefit, in partnership with an external Gala Consultant. The position works closely with staff, board members, consultants, and volunteers and requires evening and weekend availability for events.

#### **Key Responsibilities Include:**

- Research and steward new small to midrange individual donors
- Managing individual giving campaigns and donor stewardship
- Maintaining accurate donor data and fundraising reports
- Planning and executing major concerts and fundraising events
- Coordinating event logistics, vendors, and collateral
- Supporting board meetings and donor engagement activities

#### **Qualifications:**

- Bachelor's degree
- 3–5 years of nonprofit development experience
- Strong writing, organizational, and project management skills
- Experience with Salesforce and Mailchimp preferred
- Commitment to DEI and YPC's mission

YPC is an equal opportunity employer and strongly encourages candidates from historically underrepresented backgrounds in the arts and nonprofit sectors to apply.