



Individual Giving Officer

Reports to: Deputy Director of Philanthropy

Status: Full-time, Exempt

About True Ground Housing Partners

True Ground Housing Partners (formerly APAH) was founded in 1989 by four families motivated to address affordable housing in Arlington, VA. Thirty-five years later, we have grown into one of the country's leading non-profit affordable housing developers. Our rental communities provide safe, attractive housing to more than 5,000 people in the DC Metro region, offering a mix of mid- and high-rise multifamily apartments for neighbors earning between 30% and 80% of the Area Median Income (AMI). True Ground exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. True Ground is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity.

Summary Description

The Individual Giving Officer is a member of the Philanthropy and Communications team responsible for identifying, cultivating, and soliciting donors and for building and strengthening philanthropic resources for True Ground Housing Partners. True Ground is at the start of a four-year plan to double philanthropic revenue to sustain the organization's bold strategic plan and impactful growth. As a new position, the Individual Giving Officer will work closely with the philanthropy team to grow and enhance our new major and planned gift programs.

Responsibilities

Major Giving (75%)

- Manage a portfolio of approximately 175 donors and prospects with reported mid- and major- gift capacity to identify, qualify, cultivate, solicit, and steward supporters.
- Develop and implement appropriate cultivation and moves management strategies for prospects and donors to include face-to-face or video visits, email, phone calls, etc.
- Lead the solicitation process, after qualification, including developing tailored written proposals, gift illustrations, and other donor communications as needed.
- Manage reporting and invoicing as required for installment or multi-year gifts within the portfolio.
- Work with Deputy Director, Philanthropy and Senior Manager, Philanthropy to build and strengthen the new major donor program.
- Collaborate with philanthropy team members to help integrate major gift efforts into overall fund development program.
- Document donor contacts in Raiser's Edge and provide regular reports on activity.
- Support/assist other staff with their solicitation activities when needed.
- Participate in all donor events as needed.

- Serve as an effective and enthusiastic True Ground representative within the community, for which occasional evening work may be required to attend events.

Planned Giving (20%)

- Work with Deputy Director, Philanthropy and Senior Manager, Philanthropy to build and strengthen the planned giving program and design a legacy society.
- Identify planned giving prospects within the True Ground database.
- Develop planned giving marketing strategies to promote planned gift opportunities for donors and prospects. Collaborate with philanthropy team members to integrate into overall fund development program. Assist in implementation and execution as needed.
- Ensure planned giving content online is kept up-to-date and compliant with federal tax and financial protocols.

Other (5%)

- Support real estate events and communications projects as needed.
- Other duties and special projects as assigned.

Qualifications

- Proven knowledge of, and experience with, relationship-based fundraising to identify, cultivate, and directly solicit gifts.
- Minimum of 7 years of direct solicitation experience preferred.
- Experience with Raiser's Edge or other relational donor database required.
- Knowledge of basic estate and financial planning concepts and the fundamentals of fundraising and proposal development and how particular charitable options affect the donor's and/or the income recipient's tax situations.
- Strong judgement, sensitivity to donor and resident needs, and responsiveness to the unique needs of a regional affordable housing provider and the range of audiences it serves.
- Ability to build authentic relationships with people from diverse backgrounds.
- Embodies True Ground's REDI values.
- Connector who embraces their work with unwavering commitment to ethics, respect, integrity, and confidentiality as a leader within the organization and donor community.
- Strong communications skills, including listening attentively, giving and receiving feedback, public speaking, and persuasive writing with authenticity and effectiveness (in person and online).
- Well-organized and creative self-starter who is conscientious and able to work independently in a fast-paced environment.
- Commitment to True Ground's mission, experience working in social service or housing organizations a plus, willingness to learn affordable housing and social service issues required.

Salary and Benefits

The salary range for this position starts at \$103,900, commensurate with experience. True Ground has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Our corporate office in Ballston features free parking.

Equal Opportunity Employment

True Ground offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

True Ground is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. True Ground will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about True Ground visit our website at truegroundhousing.org. Please submit your resume and cover letter to resumes@truegroundhousing.org. Resumes will be accepted until the position is filled.