



Strengthening Public Defenders.
Transforming Public Defense.

Individual Giving Officer Job Description

The Individual Giving Officer reports to the Director of Advancement and plays a pivotal role in strengthening and expanding Gideon's Promise's individual and major donor base. This full-time, salaried position is responsible for managing all individual giving income streams, cultivating and stewarding donor relationships, and leading the organization's donor communications and creative design strategy. The Individual Giving Officer will build a robust major gifts program, manage campaigns such as Giving Tuesday and the End-of-Year appeal, and oversee donor communications and stewardship activities that inspire long-term engagement.

Duties and Responsibilities:

Fundraising and Donor Relations

- Manage a portfolio of 75+ major and mid-level donors and prospects, ensuring consistent cultivation, solicitation, and stewardship.
- Track and report on major gift metrics and overall individual giving performance.
- Lead special campaigns, including the End-of-Year campaign, Giving Tuesday, 12 Days of Justice, and Public Defender Day/Week recognition initiatives.
- Develop and execute annual fundraising strategies for individual donors.
- Partner with leadership and board members to enhance donor engagement and retention.
- Maintain accurate donor records, touchpoints, and reporting within Salesforce and other systems.

Communications and Design

- Author, proofread, and manage the production of key donor communications, including the annual report, newsletters, and acknowledgment letters.
- Oversee social media and website strategy to support donor engagement and visibility.
- Lead design efforts for holiday cards, event decks, and board presentation materials.
- Coordinate approval processes for all communication pieces, ensuring brand consistency and message alignment.
- Collaborate with the Events and Marketing Manager to align messaging across campaigns and channels.

Stewardship and Cultivation

- Lead the development and implementation of stewardship plans, ensuring timely and personalized acknowledgment for all individual donors.
- Plan and execute donor recognition and engagement activities.
- Maintain systems and processes to strengthen donor relationships and track stewardship touchpoints.

Qualifications:

- At least 10 years of professional fundraising experience, including 1–2 years of major or mid-level gift portfolio management.
- Bachelor's degree in Communications, Marketing, Nonprofit Management, or a related field.

- Proficiency in Microsoft Office Suite and donor database systems (Salesforce preferred).
- Strong attention to detail and strategic thinking abilities.
- Commitment to the mission and values of Gideon's Promise.

Compensation and Company Offers:

- Salary range: \$75,000–\$85,000, commensurate with experience and qualifications.
- Medical, dental, and vision insurance
- Life insurance
- 401(k) retirement plan
- Paid vacation, personal time off, and holidays
- Hybrid work environment based in Atlanta, Georgia office

To apply for this position please email all of the following: cover letter, resume, and three references to info@gideonspromise.org.