



Individual Giving Manager

[Baltimore Tree Trust](#) (BTT), the leading urban forestry nonprofit organization in Baltimore City, seeks a full-time Individual Giving Manager to join its Remington-based team. Established in 2008, BTT is a 501(c)(3) nonprofit organization with a mission to enhance and protect Baltimore City's urban tree canopy through strategic planting initiatives, broad-based engagement, and local workforce training. By engaging in diverse partnerships, leading community greening efforts, and creating public service job opportunities, BTT is committed to a vision of equitable access to the benefits of urban nature for all the city's residents.

Position Description

The Individual Giving Manager plays a vital role in increasing support from individuals whose interests and priorities align with BTT's mission to expand the urban tree canopy in Baltimore. This position is responsible for developing a portfolio of individual donors and nurturing long-lasting relationships through various core development activities and events. Additionally, the Individual Giving Manager will ensure the accuracy of the donor database and collaborate with other departments to identify potential donors among volunteers and service recipients. This role is essential for effectively communicating the initiatives, achievements, and importance of contributions to Baltimore Tree Trust's donors.

Reporting to the Senior Development Director, the Individual Giving Manager will oversee day-to-day activities related to individual donors, campaigns, and donor events. Essential functions include, but are not limited to:

Administrative

- Process donations and ensure that donors receive timely acknowledgment letters.
- Generate monthly reports detailing gifts and payments while tracking campaigns, funds, and appeals.
- Maintain data integrity in the database and syncing information with the online giving platform.
- Coordinate logistics for BTT mailings, which includes keeping accurate mailing lists, running mail merges, confirming supply availability, and organizing volunteers to meet deadlines.
- Collaborate with the Finance team to ensure the accuracy of donations each month.

Solicitation & Stewardship

- Work closely with Development and Communications on fundraising campaign messaging and methodology to increase engagement and donations
- Send emails and texts to donors, and make phone calls to keep them informed and appreciated.

- Manage and support a portfolio of individual donors who contribute gifts of less than \$1,000.
- Assist the Senior Development Director with preparation and follow-up for board and committee meetings.
- Provide administrative support to the Senior Development Director and CEO by scheduling donor meetings.
- Collaborate with the Senior Development Director to prepare stewardship materials and meeting documents for donors and board members.

Events

- Planning for fundraising events, including the Tree Trust's large annual fundraising event, Raising the Stakes, and solicitation of corporate sponsorships in collaboration with the Senior Development Director
- May support engagement activities with potential donors (i.e., volunteer & community events)

Perform other duties collaboratively with the Development team as needed.

What We're Looking For:

The Tree Trust seeks an energetic and enthusiastic individual to manage and enhance BTT's fundraising efforts. This role requires a strategic thinker who proactively anticipates needs, generates creative ideas, and proposes effective solutions. The ideal candidate will possess strong integrity and the initiative to investigate and resolve any questions that may arise.

Preferred

- A minimum of 2 years of experience in fundraising or equivalent experience.
- Familiarity with non-profit fundraising and a desire to grow as a fundraising professional.
- Competence with Microsoft Office and Google Drive, well-versed with Customer Relationship Management (CRM) Software, such as Salesforce Nonprofit
- Collaborative team player who can also work independently and is self-motivated with the ability to maintain confidentiality and discretion with sensitive and proprietary information.
- Strong organizational and project management skills with excellent attention to detail; ability to efficiently manage multiple tasks and ability to adapt to changing needs
- Strong interpersonal skills, including communicating effectively, collaborating, and working well with diverse internal and external teams.
- Capacity to give and receive feedback to promote equity, inclusion, and a learning culture.
- Understanding of the neighborhood landscape and history of Baltimore City.
- Knowledge of environmental justice, environmental science, and urban forestry is a plus.

Compensation

- Starting at \$60,000
- Full-time, exempt employee with some weekends or evening events required.



- BTT offers a comprehensive benefits package that includes: 25 days of paid time off, medical, vision, dental, life, and long-term disability insurance, a 401(k)-retirement plan, and a professional development stipend.

To Apply

Please email a copy of your resume and cover letter to jobs@baltimoretreetrust.org. The deadline is February 7, 2025, and applications will be accepted on a rolling basis thereafter.

BTT is an equal-opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to the qualifications for the positions.