

Job Announcement

Individual Giving and Events Manager



Location:	New York City based. Working from home currently and then flexible
Reports to:	Director of Development USA
Annual salary:	\$80,000 - \$90,000

About Lumos

[Lumos](#) is an international children's charity founded in 2005 by children's author J.K. Rowling to end the harmful practice of institutionalisation of children. Lumos' mission is **to fight for every child's right to a family by transforming care systems around the world**. Our vision is for all children to grow up in safe and loving families.

Despite clear evidence of the harms of institutionalisation, an estimated **5.4 million children worldwide continue to live in institutions**. Separated from their families and communities, these children are deprived of the love, attention, and opportunities they need to thrive. We have made important progress in closing harmful institutions and reuniting children with their families. And where children are unable to live with their birth families, we promote alternative family-based care, such as kinship care and quality foster care.

Thanks to our tireless efforts alongside many other champions of care reform, the harms of institutionalisation are now more widely understood. A global movement is underway and the UN, the EU and some large development agencies have joined individual countries in pledging to change how they care for vulnerable children. We are committed to ensuring that global policy commitments are translated into local action, leading to sustainable change for vulnerable children.

Over the past 15 years Lumos has worked directly in different countries around the world to demonstrate that it is possible to change systems of care and fulfil children's rights. Building on our heritage and direct experience of systems reform, our new strategy focuses on sharing learning with others to reach more children and amplify the impacts of our work on children's lives. Our new strategy for 2021-2023 has three priorities:

Building Global Expertise: We will use our knowledge and experience to support those responsible for reforming care systems in their own countries. This will include providing technical support, evidence, and

guidance to help design and run better care systems, as well as learning exchanges where they can share experiences and challenges.

Catalysing Change: We will use evidence to motivate and press governments to reform the way they care for children. This will involve leading targeted research and advocacy campaigns to identify and tackle the drivers of institutionalisation, promoting accountability by tracking and highlighting progress, and influencing international funding, programmes, and policy.

Demonstrating & Innovating: Building on our heritage of successful programmes showing how care systems can be reformed, we will use what we have learnt in the past to support partners with their own reform efforts. Over the next two years, as we complete our current country demonstration work in Eastern Europe, we'll identify programmes in new regions – building expertise and evidence of what good care reform looks like in new and challenging contexts, particularly for those children that typically get left behind.

Role Description

The Individual Giving and Events Manager will be an integral part of the US fundraising team and support the global Lumos fundraising team. The role covers fundraising activities, communication, and donor stewardship, along with event management, that are vital to the success of the organization, ensuring that targets are met or exceeded, and that Lumos USA's fundraising is carefully coordinated with Lumos' global strategy and structure.

Responsibilities

- **Oversee fundraising activities for US Low - Mid-level donors including:**
 - Relationship manager of donor portfolio, responsible for building and maintaining a healthy pipeline of prospective funders.
 - Support board members or senior staff as needed for donors at this level.
 - Design the cultivation calendar and create donor communications with the communications team.
 - Ongoing implantation of monthly donor program.
 - Donor prospect research and due diligence.
 - Ensuring donor data, donor meeting notes, and reports are current in Salesforce.
 - Ensure fundraising project deadlines are monitored and met.
 - Report results to Director of Development and Director of Global Fundraising.
 - Expand the donor base and increase giving among existing supporters.
 - Align and adhere to global data policies.

- **Responsible for donor communication, cultivation, and stewardship plans across the fundraising team:**
 - Create personalized donor engagement pathways in collaboration with Director of Development.
 - Work with colleagues to prepare high-quality materials and reports to funders.
 - Develop plans, in partnership with print fundraising and communication teams, to integrate digital efforts and offline fundraising campaigns, targeting prospects and donors in an effective and streamlined manner across multiple channel.
 - Collaborate and manage relationships with outside vendors and consulting agencies, to ensure final products are aligned with organizational objectives and agreed-upon deliverables.
 - Keep apprised of and utilize best practices in dynamic digital/peer-to-peer landscape.

- Coordinate fundraising activity with local and global colleagues; develop and maintain excellent relationships with colleagues in the US and at the London head office.
- Project manage, coordinate, and execute all fundraising cultivation/solicitation/stewardship events in coordination with US team, boards and/or external agencies.
- Project manage Lumos Global Virtual Gala:
 - Manage global board needs and provide materials.
 - Track revenue and expenditure projections; send weekly written report to leadership and fundraising team.
 - Provide weekly updates to Executive Leadership Team; report progress to the fundraising committee and US board of directors as needed.
 - Coordinate across all Lumos groups and external vendors to ensure cohesive planning
 - Engage all Lumos groups and country offices in the gala, including supporting on fundraising where appropriate.
 - Create event fundraising structure to hit target.
 - Create sponsorship materials including standard deck, custom proposals, gala committee letters, and outreach language for team members.
 - Create donor communication plan for all sponsorship, ticket, and merchandise levels, pre and post event.
 - Support fundraising team in all follow up and outreach, including inviting and stewarding personal donor portfolio.
 - Oversee contracting and due diligence for all vendors.
 - Work closely with communications team and external production partners on talent outreach, scripting, and fundraising asks during program.
 - Support design and implementation of Virtual Tables platform, ensuring all sponsor benefits are implemented.
 - Coordinate virtual table seating with Event Producer, including mapping out all donors, and designing secondary run of show for table visits.
 - Manage organizational comp & staff tickets.
 - Support with Represent merchandise store, including designs, talent, promotion, and sales.
 - Provide ad hoc support to board, leadership, external vendors as needed.
 - Create robust event follow up communications plan for HNW donors, talent, and high-level comps.
 - Report on event results, including revenue, expenditure, ROI, and social media.
- Manage US inventory of donor engagement items (Lumos-branded materials, printed publications, etc.).
- Maintain awareness of and sensitivity to confidential nature of prospects, donors, partners, and employees.

Experience, skills and attributes

The successful candidate must be committed to the Lumos mission. Additional attributes include:

- Demonstrated experience expanding and managing a low to mid-donor portfolio through the full cycle from identification, solicitation, and cultivation.
- Track record of working with, and reporting to, boards to support fundraising.
- Proven ability to plan and support fundraising events both presential and virtual with experience managing third party vendors.



- Strong planning and organizational skills with exceptional follow-through.
- Proactive, self-motivated, results-driven professional who thrives in a fast-paced environment.
- Ability to prioritize and manage complex situations and deliver to tight deadlines.
- Excellent written, verbal, and interpersonal skills; able to communicate and negotiate with a wide range of people.
- Ability to organize and present data to create meaningful messages for a variety of audiences.
- Diplomatic, analytical, trustworthy, and of the highest personal and professional integrity.

To apply for this role

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to Karem Armstrong at karem@darylupsall.com.

Please ensure that they are sent as Word documents with the titles “your name cover letter” and “your name CV” Please put “Lumos – Individual Giving & Events Manager” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is Sunday the 7th of November 2021

Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.