



Annual Fund & Individual Engagement Manager

About IGNITE:

[IGNITE](#) is a national nonprofit working to bring the next generation of political leaders closer to power. At a time when young women and gender-expansive youth face growing threats to their safety, visibility, and voice, IGNITE exists to ensure they are not only heard but positioned to lead. We believe that those closest to society's most pressing challenges should also be closest to the decisions that shape them.

IGNITE invests in women, primarily ages 13–28, including high school and college students, early-career professionals, and young parents. Through dynamic trainings, mentorship, and leadership opportunities, participants learn how to advocate for policy change, run for office, and mobilize their communities.

IGNITE has built a strong foundation in individual major gifts, institutional (foundation) philanthropy, and community-based giving, and this role offers the opportunity to deepen and diversify those streams into a sustainable, long-term pipeline.

Position Overview:

The Annual Fund & Individual Engagement Manager helps bring IGNITE's fundraising strategy to life by managing the day-to-day work of our national individual giving program.

Working closely with the Chief Development Officer, this role leads the execution of annual fundraising campaigns, donor engagement, stewardship, recurring giving, and alumni engagement while ensuring our supporters have a meaningful experience with IGNITE.

This is an ideal role for someone who enjoys building relationships, keeping projects moving, solving problems, and making great ideas happen. You'll help create a fundraising program that is organized, welcoming, data-informed, and centered on the people who believe in IGNITE's mission.

Preferred Locations: This position is remote; however, we strongly prefer candidates based in with a strong preference for candidates based in Texas, New York or California to best support collaboration and team needs.

Reporting Structure & Team:

The Annual Fund & Individual Engagement Manager reports directly to the Chief Development Officer.

Key Responsibilities:

Annual Fund Management

- Coordinate IGNITE's Annual Fund, including gift campaigns under \$1,000, with a focus on campaign creation and management at this level.
- Lead annual fundraising campaigns, including Giving Tuesday and Year-End giving.
- Support donor acquisition, retention, and re-engagement strategies including reactivating lapsed donors and building giving pathways for alumni.
- Help grow and strengthen IGNITE's monthly giving program.
- Partner with the Communications team to develop and execute fundraising campaigns.

Donor Stewardship & Relationship Management

- Manage a portfolio of approximately 100–150 mid-level donors (gifts up to \$5,000) through personalized cultivation, stewardship, and engagement.
- Build meaningful relationships with supporters to increase donor retention and long-term investment, with a focus on moving donors up in gift size over time.
- Identify donors with potential for deeper engagement and increased giving.
- Coordinate donor recognition and stewardship activities.
- Maintain accurate donor records and engagement activity in HubSpot.

Community & Alumni Engagement

- Coordinate alumni engagement and giving opportunities.
- Support volunteer and ambassador engagement initiatives.
- Develop opportunities that strengthen supporters' connection to IGNITE's mission.
- Help recognize and celebrate loyal donors, alumni, and community champions.

Campaign & Project Management

- Manage fundraising calendars, timelines, and campaign deliverables.
- Coordinate projects across the Advancement team, Communications, and external consultants.
- Monitor campaign performance and prepare reports to inform future fundraising strategies.
- Identify opportunities to improve campaign effectiveness and the overall donor experience.

Cross-Functional Collaboration

- Partner with Communications, Programs, Operations, and other internal teams to support fundraising goals.
- Contribute to the continuous improvement of fundraising systems and processes.
- Bring innovative ideas that strengthen donor engagement and organizational impact.
- Support additional Advancement initiatives and team priorities as needed.

Qualifications:

- 3–5 years of experience in fundraising, annual giving, donor engagement, nonprofit development, communications, or a related field.
- Demonstrated ability to build and maintain strong donor or stakeholder relationships.
- Experience personally soliciting gifts, or closely supporting solicitation, with the confidence to make an ask.
- Working understanding moves management; able to assess when a donor is ready for deeper engagement

- Strong project management and organizational skills, with the ability to manage multiple priorities simultaneously.
- Excellent written and verbal communication skills.
- Experience using data to evaluate performance and inform decision-making.
- CRM experience required; HubSpot experience is strongly preferred.
- Collaborative, proactive, and solutions-oriented approach to work.
- Passion for IGNITE's mission and a commitment to empowering young women and gender-expansive youth to lead change.

Travel: This role requires occasional travel (approximately 25%), including for donor meetings, team convenings, and organizational events.

Compensation: \$71,000 - \$80,000; commensurate with experience.

Benefits: IGNITE offers a comprehensive benefits package that includes medical, dental, and vision insurance; a company-sponsored 401(k) plan with employer matching opportunities; paid leave; a generous holiday, PTO and sick package; every other Friday off; and additional benefits designed to support the well-being of our employees.

Classification: Full-time, exempt, remote

IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.

IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.

How to Apply:

Please submit your resume and provide thoughtful responses to three short-answer questions to be considered [using the link here](#).