



Position: Individual Giving Associate
Location: New Orleans LA
Reports to: Leadership Giving Manager
Date: June 8, 2026

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About SBP

SBP is a national nonprofit organization dedicated to helping communities shrink the time between disaster and recovery. We take a holistic approach to disasters by increasing readiness and resilience before they happen, and streamlining rebuilding and long-term recovery after.

- **Building the Way Home for Disaster Survivors:** SBP serves the most vulnerable homeowners in a community impacted by a major disaster through its Recovery Services. These services are currently offered in eight states across the Gulf South, where the risk of major natural disasters is greatest.
- **Building Readiness and Resilience Through Local Partnership:** SBP supports low-capacity, high-risk communities through its Advisory Services, providing training, consulting, and organizational capacity-building through a team of subject-matter experts and Resilience Fellows.

Joining SBP is more than just joining a workforce. It's about contributing to a mission where you can enact real change and make a difference in the lives of people impacted by disasters.

Position Summary:

The Individual Giving Associate is a key member of SBP's Individual Giving team, responsible for executing mass-market fundraising strategies, including annual fund campaigns, monthly giving, digital fundraising, and rapid-response disaster fundraising efforts. This role supports the growth and retention of SBP's donor base and plays a critical role in building the pipeline of future leadership and major gift donors.

Reporting to the Leadership Giving Manager, this position collaborates closely with development, marketing, and communications teams to drive revenue and strengthen donor engagement across all channels.

Key Responsibilities and Duties

Campaign Execution & Fundraising Strategy

- *Execute annual giving campaigns across multiple channels, including email, direct mail, digital platforms, and peer-to-peer fundraising, with a high level of accuracy, attention to detail, and timeliness.*
- *Manage the execution of digital fundraising campaigns, including online donation efforts, email appeals, and performance tracking.*
- *Execute rapid-response fundraising campaigns in the immediate aftermath of disasters, operating effectively in a fast-paced, responsive environment.*
- *Coordinate campaign calendars, timelines, and multiple concurrent projects to ensure timely, organized execution.*

Donor Growth, Retention & Stewardship

- Support donor acquisition, retention, and upgrade strategies, helping grow the pipeline into leadership and major giving.
- Support the growth and management of the monthly giving program, including campaign execution, donor communications, and performance tracking.
- Support stewardship efforts for annual donors, ensuring timely acknowledgments, consistent engagement, and professional representation of SBP's mission and values.

Data, Reporting & Systems Management

- Track and analyze campaign performance, including response rates, revenue, and donor behavior; use data and performance metrics to inform decisions, optimize results, and drive continuous improvement.
- Maintain accurate donor records in Salesforce and support data integrity, segmentation, and list management.

Communications, Gift Processing & Team Support

- In collaboration with Marketing & Communications, assist in the creation and deployment of donor communications, including appeals, newsletters, and impact updates, while communicating clearly and professionally across teams and with external stakeholders.
- Provide general support for the Individual Giving team, including event support, reporting, and administrative coordination as needed; collaborate effectively while taking ownership of assigned projects.
- Monitor and process incoming mail; ensure all physical and electronic gifts are processed quickly and securely, including notification of development team members of major and/or important donations and preparation and execution of donor acknowledgments for monetary and in-kind donations.
- Demonstrate initiative, curiosity, and a commitment to continuous learning and professional development in support of fundraising excellence.

Other Duties as Assigned

Requirements and Qualifications

Education: Bachelor's degree or equivalent experience.

Work Experience: 1–3 years of experience in fundraising, marketing, communications, or a related field.

Technical Skills and Proficiency: Experience or familiarity with digital fundraising, email marketing platforms, and CRM systems (e.g., Salesforce) preferred. Proficiency with Google Workspace or Microsoft Office and familiarity with digital tools and social media platforms.

Core Competencies (Soft Skills): Strong written and verbal communication skills, with the ability to craft clear and compelling messages. Highly organized with strong attention to detail and project management skills. Analytical mindset with comfort working with data and performance metrics. Interest in nonprofit work and a passion for SBP's mission.

Special Requirements: Flexibility to work occasional evenings and weekends to support donor engagement, fundraising campaigns, and time-sensitive disaster response efforts. SBP Standard - Mandatory checks (e.g., criminal background, drug screening) with the ability to pass a criminal history check to include National Sex Offender Registry, State, and FBI; US Citizen or ability to work in the United States.

Salary range: \$45,000 - \$55,000

SBP is building a team from a broad range of backgrounds.

We love fresh perspectives and we know our teams grow stronger when they include different experiences. We adhere to all relevant employment laws and never discriminate in our hiring. By welcoming people from varied backgrounds, we spark new ideas and are better prepared to support the communities we serve.

SBP is an equal opportunity employer.

We are an equal opportunity employer. All applicants will be considered without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.