

Job Description



Job Title:	Annual Giving Manager		
Reports To:	Chief Advancement Officer		
Job Status:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Hours: <u>40</u> / week <input checked="" type="checkbox"/> Exempt Nonexempt
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern	

Job Summary:

The Annual Giving Manager is an integral part of the Advancement team and is enthusiastically focused on raising support and building relationships for the RMHC of GC - and to have fun doing it. This position reports to the Chief Advancement Officer (CAO) and works closely with the full advancement team to create new opportunities for success while growing effective, established individual giving programs. This person is responsible for designing, implementing and coordinating an organization-wide comprehensive donor relations and stewardship system that appropriately and consistently promotes cultivation, recognition and stewardship of individual donors at all levels and provide the strategic execution and management of a comprehensive annual giving program.

Essential Functions:

Annual Giving

- Responsible for the management and implementation of RMHC of GC's Annual Giving program (direct mail, in-kind donations, workplace giving, social media, and online giving).
- Collaborates with CAO to establish long-term goals and objectives, to strategize annual campaign.
- Partners with the CEO and CAO to cultivate and steward gifts from individuals by maintaining frequent contact with current donors and developing new relationships with prospects.
- Directly manage portfolio of individual donors contributing \$1,000-\$10,000 annually.
- Direct major gift solicitations including Red Shoe Society and Adopt a Room programs.
- Ensures proper donor acknowledgement, recognition and stewardship through successful implementation of plans and processes. Oversees special stewardship projects including: follow up letters after VIP events, holiday card mailings, invitations to special events, personal calls, etc.
- Collaborates with the Advancement team to develop strategies for new donor acquisition and growth, including new donor onboarding.
- Oversees research of individual donor and capturing of prospect information.
- Partners with the marcom team to assist in the creation of external content and collateral for fundraising, including but not limited to appeals, newsletters, social media, website, and invitations.
- In collaboration with the Development Specialist, prepares department reports that include creating and utilizing analytics to inform decisions around donor engagement and giving.
- Organize constituency segmentation and solicitation appeal levels.
- Works with Operations & Finance to ensure adherence to gift acceptance, accounting, and gift processing policies and procedures, and to fulfill information requests and maintain reporting accuracy.

Grants

- Oversee and coordinate the grants process to support the goals and needs of RMHC of GC.
- Monitors and maintains the grants calendar for all proposal and reporting deadlines.
- Collaborates with grant writer to provide current data and impact information for content creation.
- Serves as organization contact for grantors.

Special Events

- Serve as development lead for all annual fundraising events including oversight of individual ticket sales and assist with auction logistics.
- Provide support for all fundraising related events as needed.
- Develop strategy to utilize special events to connect with and grow existing and new relationships with individual donors and corporate partners.

Additional Responsibilities

- Perform other related and assigned duties as necessary.
- Seek opportunities for professional growth and development.

Professional Qualifications:

- Bachelor's degree.
- Minimum of 3-5 years of fundraising or stewardship experience in the education and/or community services field.

Knowledge, Skills, and Abilities:

- Exceptional oral and written communication skills.
- Highly-organized and detail-oriented.
- Ability to write clear, structured, articulate, and persuasive proposals is essential.
- Ability to develop persuasive PowerPoint and other types of presentations.
- Proficient computer skills including Excel, Word, and PowerPoint and database knowledge.
- Flexible, reliable, mature team player.
- Able to multi-task and adapt to continually changing priorities and needs.
- Capable of thinking out of the box, offering creative ideas and solutions.
- Possess positive, "can do" attitude.

Leadership/management Responsibility:

No direct reports

Employee:

Date:

Director:

Date:

NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, the Board of Directors reserves the right to revise the position as needed.