



**Job Title:** Annual Giving Manager

**Program / Department:** Development and Marketing

**Reports to:** Director of Development and Marketing

**FLSA Status:** Salaried, Exempt

**Employment Type:** Full time, Year round

**Pay Range:** \$70,000–\$80,000/Year DOE

### **Position Summary**

The Annual Giving Manager at the Eagle Valley Community Foundation plays a pivotal role in driving our grassroots and annual individual donor programs. This position involves developing and executing strategies to engage and cultivate existing and prospective donors, including individual, corporate, and foundation gifts. The Annual Giving Manager will support and enhance special events and donor cultivation initiatives, contributing to the overall fundraising goals of the Foundation.

### **Essential Duties and Responsibilities**

#### *Fundraising: (60%)*

- Build and maintain a robust donor pipeline by identifying key annual donor prospects quarterly. Develop a comprehensive plan for donor cultivation and acquisition, and create a process to track relationship and communication statuses with individual donor prospects.
- Nurture and steward relationships with existing donors, aiming to retain and upgrade their contributions as the relationship matures.
- Make 5-8 donor contacts or touchpoints weekly with donors in the pipeline to foster ongoing engagement and progress relationships.
- Develop, implement, and manage grassroots and annual giving strategies, including direct mail and digital appeals. Formulate strategies for year-end giving, Colorado Gives Day, Friends and Family Campaigns, Monthly Giving Campaigns, etc., to appeal to various donor demographics.
- Create and deploy new strategies to steward and cultivate both existing and new donors. This includes creating a donor welcome packet, sending personalized communications throughout the year, and providing bi-annual stewardship reports.
- Collaborate with the Marketing and Communications team to develop timely and personalized communications, appeals, and stewardship pieces for donors and prospects.
- Schedule and manage program visits and tours with donors, ensuring effective communication across all parts of the organization.

#### *Special Events (20%)*

- Collaborate with the Director of Development and Marketing (DODM) to schedule, plan, and execute successful cultivation events throughout the year. Responsibilities include organizing guest lists, handling invitations, arranging event logistics, and communicating with event hosts.

- Work with the DODM to manage event logistics, solicit sponsors, and engage donors and stakeholders in signature events.
- Lead the organization and execution of third-party events with community partners, including special events, cause marketing campaigns, and small business promotional opportunities.
- Assist in updating and developing sponsorship packages, including letters and applications, as needed.
- Support the solicitation of targeted prospects and accounts in conjunction with special events.

#### *Administration (20%)*

- Maintain comprehensive donor records, ensuring updated notes and communications in the Bloomerang database for all donors in your portfolio.
- Collaborate with the Office Manager to manage the Bloomerang database, ensuring the accuracy, consistency, and integrity of all stored information.
- Partner with the Office Manager to support timely gift entry and acknowledgment processes, especially during periods of high gift volume.
- Generate financial reports, mailing lists, and donor lists as needed.
- Oversee the addition and updating of all information in the database, including any changes to existing records.
- Attend scheduled Eagle Valley Community Foundation staff and leadership meetings.

#### **Other Duties and Responsibilities**

- Maintain close communication with program managers to continue to understand the operations and the needs.
- Assist Executive Director on any PR, and development/giving opportunities.
- Other duties as assigned.

Job Specifications/Qualifications: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge, Skills and Abilities**

- Preference will be given to candidates with experience in computer systems and databases, particularly Bloomerang, and those with a background in donor solicitation and development.
- Candidates should have a proven track record in individual gift fundraising, direct mail campaigns, and overall fundraising efforts, along with excellent written and verbal communication skills.
- Proficiency in word processing and spreadsheet applications is required.
- Candidates must have the ability to build and nurture relationships with donors, connecting with them on a professional level and effectively sharing the stories of the Eagle Valley Community Foundation.
- Applicants should have a strong command of the English language, with the ability to compose, edit, and proofread individual donor proposals, grant proposals, and direct mail appeals.
- Strong organizational skills and the ability to prioritize tasks are essential.
- The successful candidate will possess a high level of analytical ability, be capable of multi-tasking, and demonstrate self-motivation and direction. They should have excellent administrative skills, high motivation, and a proven ability to produce results in a deadline-oriented environment, along with a keen attention to detail and self-confidence that fosters creativity and supports the organizational mission.

#### **Education and Experience**

- An undergraduate degree from an accredited college or university
- Two to five years' professional experience required.
- At least two years working in a fundraising environment is preferred.

### **Supervisory Responsibility**

None. However this position will direct some of the Office Manager's work.

### **Working Environment and Physical Demands**

Ability to sit for long periods of time performing computer work, including repetitive motions with hands/wrists.

Ability to work with office equipment, machinery, and systems.

While performing the duties of this job, the employee is regularly required to talk or hear.

### **Benefits:**

Comprehensive medical, dental and vision insurance

Flexible Time Off (FTO) and sick time

Professional development opportunities

Retirement plan option with up to 3% match

Paid Medical Leave

12 paid holidays

Application Process:

Interested candidates should submit a resume to Grace Anshutz at [grace@eaglevalleycf.org](mailto:grace@eaglevalleycf.org) by August 13th, 2024.

Please include "Annual Giving Manager" in the subject line of your email.

Eagle Valley Community Foundation is an equal opportunity employer and encourages candidates of all backgrounds to apply!