

JOB/POSITION TITLE: Manager of Annual Giving

Status: Exempt

Primary Purpose: Manage the Society's annual giving program.

Supervises: Database Manager, Development Assistant, Volunteers

Reports To: Director of Development

Essential Duties & Functions:

- Manages all aspects of the annual campaign including direct mail, donor management, gift posting, prospect identification, donor recognition and timely acknowledgement of gifts while utilizing the support of the Database Manager.
- Responsible for overseeing all functions of donor database (Raiser's Edge) management and assuring its accuracy.
- Oversee/produce monthly report on status of annual giving.
- Assist in major gift prospect research.
- Assist in grant research and writing.
- Acts as a spokesperson for the organization as assigned at public speaking events to include check presentations, outside events, CFC events, etc.
- Consults with the Director of Development to strategize and evaluate annual giving fundraising efforts and the supervision of the Database Manager.
- Assists Director and other departments as necessary in the production of special events, meetings and meeting arrangements.
- Under the direction of the Director, oversees the workflow and training of the department staff in areas of database operations.

Other Duties/Functions:

- Supports Director of Development on Capital Campaign and special projects.
- Contributes ideas for internal, external improvements to the organization.
- Other duties as assigned.

Working Conditions: Indoors and outdoors.

Equipment Use: Occasional use of Humane Society vehicles. PC computer, printer, copier and telephone.

Work Hours: Business Hours: Monday-Friday, 8 a.m. to 5 p.m. Additional hours including weekends as needed.

Mental, Physical & Communications Demands:

- Must maintain and present personal conduct, personal appearance, and office space as a professional. Includes well-groomed and professional appearance and tidy office areas.
- Must exercise compassion, patience, professionalism, flexibility and tact when dealing with a broad range of volunteers and the public including difficult, emotional or angry people.

- Must have a flexible disposition to work with and engage a variety of volunteers, supporters and donors.

Qualifications Requirements:

- Requires excellent supervisory skills and computer knowledge. Strong organization and reporting as well as project management skills required.
- Must be able to multi-task in a fast-paced office and work with multiple priorities and deadlines with accuracy.
- Excellent verbal and written communication skills.
- Valid driver's license, good driving record, access to own automobile and proof of no-fault insurance required.
- Must agree with and be committed to Society goals, objectives and programs.

Equipment Use: PC computer, printer, telephone, copier, and fax machines. Must also be proficient in: Power Point, Excel, MS Word.

Education/Training:

- Bachelor's degree or equivalent required.
- Experience in Raiser's Edge.

Experience:

Minimum two years development experience, including annual campaigns. Strong organizational, administrative, telephone and interpersonal communication skills, detail and "big picture" oriented and strong follow through skills.