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## **LOAVES & FISHES**

Groceries for Neighbors in Need

*It's an exciting time to be part of the Loaves & Fishes' team! We are implementing new programs and improving existing programs to ensure that people in crisis in our community have access to nutritious food. To support these programs, we're adding a new position, Annual Giving Manager. This person must be goal oriented with management and leadership experience and have a passion for hunger and poverty issues.*

Job Title: **Annual Giving Manager**

FLSA Status: Fulltime Exempt

Reports to: Chief Development Officer

Revision Date: August 22, 2019

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### **POSITION SUMMARY:**

Reporting to the Chief Development Officer, the Annual Fund Manager, has a passion for the Loaves & Fishes mission; fosters a culture of philanthropy throughout the organization; and identifies ways to improve donor identification, cultivation, solicitation and stewardship. She/he oversees and works to increase Loaves & Fishes annual giving, including direct mail, online giving, grants and relationships with the faith community; ensures accurate recording of all constituent information and reporting; and works collaboratively with all members of the organization.

### **ESSENTIAL FUNCTIONS:**

1. Expand the Annual Fund program with attention to retention and new donor acquisition on annual appeals, including increasing giving for various donor segments (millennials, volunteers, etc.).
2. Identify constituents to move to higher levels of philanthropy.
3. Develop, organize and direct mail solicitations, including timing and nature of appeals.
4. Create, coordinate and grow online giving programs such as mobile giving and peer-to-peer.
5. Coordinate and maintain components of workplace giving programs.
6. Coordinate and maintain the monthly donor program.
7. Create and maintain stewardship initiatives.
8. Supervise the development and execution of grant proposals and reporting from government sources and private foundations.
9. Supervise faith community relationships.
10. Regularly update donor communications including but not limited to letters, newsletters, annual report and emails, including timely and appropriate donor acknowledgments.
11. Ensure accuracy of gift data entry and reports.
12. Track progress including funds raised, retention, and identification of new prospects.
13. Maintain CFRE certification or work towards obtaining CFRE certification.
14. Adheres to the Association of Fundraising Professionals Code of Ethics and Donor Bill of Rights.
15. Attend staff meetings/trainings and other meetings as required.
16. Represent the association as required by the Executive Director.
17. Participate in and support Loaves & Fishes' Fund Raising Efforts.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the Grants and Advocacy Coordinator and Donor Database Associate. Carries out supervisory responsibilities in accordance with Loaves & Fishes' policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolve problems.

**QUALIFICATIONS:**

1. Bachelor's degree in related field.
2. Three or more years experience successfully managing and implementing an annual fund or similar program.
3. Proven management and leadership capabilities.
4. Excellent organizational and strong, compelling verbal/written communication skills.
5. High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to set priorities and manage multiple tasks and projects under minimal supervision.
6. Good computer skills and knowledge of Microsoft Office products and database software (Raisers Edge preferred).
7. Strong analytical skills.
8. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
9. Ability to interact and engage with funders, volunteers, and other supporters.
10. Valid driver's license and own transportation.
11. A passion for Loaves & Fishes' mission is essential.

**To apply, please use Annual Giving Manager in the subject line and email a cover letter and resume to [HR@loavesandfishes.org](mailto:HR@loavesandfishes.org).**