

**Title:** Annual Fund Manager

**Employee Name:**

**Supervisor:** Development Director

**Pay Grade Level:**

**FLSA Status:** Non-exempt, hourly, 20 hours/week

### **Summary**

Working with the Development Director, the Annual Fund Manager develops strategies and leads execution of the plan to raise annual operating revenue for Disability Advocates. This includes administering all aspects of annual fund giving, such as personal asks, event sponsorship, spring, Year End and any other appeals, and online fundraising. The Annual Fund Manager will also solidify a stewardship strategy for these donors. They will persuasively communicate Disability Advocates of Kent County's vision, mission, and programs to potential funders.

### **Expected Duties and Responsibilities**

1. Donations and Fundraising
  - Personal solicitation for event sponsorship and program funding asks. This should be accomplished with a strategy for current sponsors and supporters and potential new support.
  - Manage all Mail Appeals, including drafting letter and working with Development Assistant to compile mail/email lists and insure the printing and mailing are completed
  - Manage the Stewardship process for donors, including ensuring prompt thanking for gifts and follow up strategy for each
  - Represent Disability Advocates at fundraising and community events, as needed
  - Ensure that the fund development database is current and accurate
  - Generate tailored database lists and reports, as needed
2. Events
  - Maintain and grow sponsorships and attendees to events
  - Create and grow the Event committees and Event volunteers
  - Manage invitation lists, responses and registration lists
  - Maintain and generate relationships with Third Party event hosts
3. Other
  - Working both on-site and virtual as decided with the Development Director and adhering to Disability Advocates' HIPAA and Confidentiality policies
  - Other job-related duties as assigned

### **Expected Skills and Attributes**

- Proven success in fundraising.
- Commitment to and knowledge of Independent Living Movement and philosophy and person-first perspective which supports Disability Advocates' mission and core values.
- Recognition of colleague and consumers' strengths and facilitation of empowerment principles.
- Interpersonal skills and ability to participate in and work to build a collaborative team.

- Ability to follow direction and take initiative with exceptional time management and organizational skills.
- Accountability to consumer confidentiality.
- Maintain a positive, strong, credible, professional and interpersonal relationship with all parties relevant to Disability Advocates activities, and represent the best interests of Disability Advocates at all times.

**Qualifications and Important Requirements**

- Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other resources.
- A high level of computer literacy required, including familiarity with fundraising software and Foundation Center databases.
- Excellent writing, analytical, and research skills are essential.
- Proficient in Microsoft Office™ program applications, e-mail, and Internet research.
- Candidates must possess an ability to work well under pressure and the ability to communicate in a compelling and succinct manner.
- A solid understanding of budgets as they relate to proposals, grants, and events.
- A Bachelor's degree and one to three years of relevant experience are preferred.
- Bloomerang database experience preferred.
- Work Environment and Physical Abilities.
  - The person in this position is expected to communicate with volunteers, team members, directors, and outside entities, to successfully perform functions of the job.
  - This is a standard office environment. Extensive keyboard activity, telephone communication and attendance at meetings in and out of the office are expected, and therefore, self-identified mode of transportation is required.

**Employee Signature**

\_\_\_\_\_ Date \_\_\_\_\_

**Development Director Signature**

\_\_\_\_\_ Date \_\_\_\_\_

**Executive Director Signature**

\_\_\_\_\_ Date \_\_\_\_\_