



Position Title: Annual Fund Manager
Reports to: Senior Director of Development

Position Summary:

The Annual Fund Manager plays a key role in cultivating and stewarding Hope Builders' annual fund donors. The Annual Fund Manager will be responsible for increasing donor engagement through participation in fundraising events and will manage a portfolio of mid-level donors (annual contributions of up to \$5,000) to ensure retention and continued growth of the annual fund.

Key Performance Indicators:

- Average minimum of 50-65 meaningful face-to-face interactions with current and prospective donors each month as part of moves management
- Average minimum of 4-5 touchpoints with each donor in assigned portfolio annually
- Increase number of annual fund donors participating in events by 15%
- Achieve 65% donor retention with assigned portfolio

KEY RESPONSIBILITIES:

Annual Fund

- Persuasively convey the mission of Hope Builders to diverse groups who are important to the organization's overall sustainability
- Create and execute solicitation and year-round engagement strategies for a mid-level (up to \$5k) portfolio
 - Focus will be on new and renewed gifts as well as growing monthly donor contributions
- Develop presentations, draft newsletter articles and represent Hope Builders at donor convenings
- Conduct regular, weekly donor cultivation activities and solicitations
- Monitor and track stewardship activities in Raiser's Edge and regularly report on outcomes
- Achieve targets for donor participation, total contributions and increased donations for assigned donor portfolio
- Work to cultivate and expand Hope Builders' individual donor-base
- Perform other duties as assigned

Donor Events

- Work with senior leadership to develop a vision and marketing strategy and event messaging to execute donor cultivation events as needed to meet annual fund goals
- Develop and manage to event budgets
- Manage vendor relationships and oversee all logistical aspects of donor events
- Recruit and ensure attendance goals for donor event
- Manage event follow up
- Perform other duties as assigned



QUALIFICATIONS:

Desired requirements include, but are not limited to:

- Familiarity with Raiser's Edge and Microsoft Suite
- Minimum 5 years' experience in fundraising for the non-profit sector
- Excellent organizational skills; Meticulous; Ability to self-start and multi-task; Must thrive on diverse assignments and deadlines
- Excellent oral and written communication skills reflecting solid customer service both in person and over the telephone
- Use time effectively and focus on details
- Ability to collect meaningful data and draw conclusions
- High level of self-management and organization
- Intermediate level proficiency in MS Word and Excel
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums
- Minimum Education Requirements: B.A. required

COMPENSATION AND BENEFITS

This is a full-time, hourly position offered at 40 hours per week. Salary range based on skills and experience.

For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan with employer match and 401(a).

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

HOW TO APPLY: Please submit resume and one-page document describing your approach to annual fund management in an email to hr@tsjhopebuilders.org.