



JOB DESCRIPTION

Position Title: Annual Fund Manager
Reports To: VP of Development
Reviewed by: Human Resources

Department: Development
Location: Administration
FSLA Status: Full Time, Non-Exempt

Job Summary

The Annual Fund Manager reports to and assists the VP for Development in implementing fundraising activities that support Upper Hudson Planned Parenthood's services. Our Development Team is looking for a full time Annual Fund Manager who is interested in supporting and growing UHPP's fundraising activities by managing activities including direct mail appeals, monthly giving programs, individual level donor solicitations, event planning and coordination, and management of development systems.

Essential Functions

- Responsible for all levels of direct mail and electronic appeal solicitation campaigns.
- Lead fundraising projects, monthly giving programs, special appeals, Peer to Peer Fundraising, outside events and other elements that support the annual fund.
 - Manages Leadership Circle and other donor groups as developed.
 - Individual solicitation of gifts between \$250 and \$1500.
 - Manages portfolio of prospects and midlevel donors and reports monthly to VP of Dev.
 - Conducts prospect research as needed.
- Coordinate all aspects of fundraising and stewardship events, ticket sales, sponsorships, and mission driven programming.

Individual Donor Cultivation and Solicitation

Write inspiring annual appeals efficiently, contributes content for quarterly agency newsletters, and ongoing email communications to keep our donors engaged. Develops individualized cultivations plans for all donors in portfolio; communicates personally with donors about areas of interest and UHPP's case for support; and thanks donors in thoughtful, creative ways. Work with VP of Development to cultivate new donors, retain existing donors, and inspire donors to move up the pipeline to major gifts.

Major Responsibilities

- Responsible for all levels of direct mail and electronic appeal solicitation campaigns.
 - Mid-year and end of year written appeals and urgent appeals as needed.
- Conducts 5-10 donor calls weekly and 10-20 in virtual/in person meetings each quarter.
- Develops strategies for timely stewardship of mid-level donors.
- Must establish knowledge on current local and national issues related to UHPP's mission.
- Works with Grants and Database Manager to ensure accurate donor records and gift acknowledgement procedures.

- Coordinates and organizes fundraising and stewardship events by identifying potential guests; developing announcements and invitations; making and coordinating arrangements; preparing talking points for speakers; and supervising activities.
- Maintains job knowledge by attending meetings and trainings as required.
- Assumes other tasks and responsibilities as assigned by the VP of Development.

Qualifications:

- Education: Bachelor's degree required.
- Experience: Two plus years of demonstrated fundraising experience.
 - Prior experience includes soliciting gifts, including but not limited to, in person asks, written appeals and over the phone/Zoom solicitations.
- Prior experience with fundraising software. Knowledge of Blackbaud Raisers Edge NXT and CRM preferred. Proficiency with Microsoft Office (Excel, Word and Power Point).
- Demonstrated record of meeting professional goals and working as a team to achieve department and agency goals.

Professional qualities:

- Interest in reproductive health, education, and rights and ability to understand and explain UHPP programs and funding priorities to current and potential individual donors.
- Strong interpersonal skills and demonstrated ability to build relationships with donors and secure gifts.
- Creativity and experience in the development of gift strategies, programs, and solicitation materials that will inspire donors.
- Excellent oral and written communication skills must be comfortable calling donors regularly.
- Demonstrated ability to collaborate with others (management, volunteers, board and staff) to accomplish goals.
- Flexible and can handle multiple projects in a fast-paced environment.
- Curious and thoughtful approach to work and desire to solve problems and continuously improve quality of work.
- Discretion in handling confidential information and materials, high ethical standards for donor centered fundraising.

Skills and Experience

- Demonstrated success in conducting fundraising activities.
- Interpersonal skills and professional presence.
- Organizational skills and follow-through.
- Financial proficiency and mathematical and analytical skills.
- Understanding of basic tax law and ethical standards related to charitable giving.

Language Skills

Strong spoken and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables. Ability to take decisive action.

Computer Skills

Proficient in Word, Excel, Database management and use of internal e-mail system. Must be computer literate, including ability to use spreadsheet and word processing software and medical billing software programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle or feel and reach.

Physical Requirements		Frequency of Physical Requirements
Sitting	Continuous	Never: 0% Occasional: 1%-25% Frequently: 26%-50% Continuous: 51%-100%
Standing	Frequently	
Walking	Frequently	
Lifting (less than 15 lbs.)	Frequently	
Lifting (more than 15 lbs.)	Occasional	
Bending	Frequently	
Reaching	Continuous	

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has the flexibility of working remotely/from home. You will work with VP of Development on your specific in office schedule. The noise level in the work environment is usually quiet. There is some regional travel required for this job. Other travel as it applies to conferences and trainings may also apply.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

I have read and understand the terms and conditions outlined in this job description.

Employee's Signature

Date

Supervisor's Signature

Date