



Job Title: **Annual Giving Manager**  
FLSA Status: Fulltime Exempt  
Reports to: Chief Development Officer  
Revision Date: April 19, 2021

It's an exciting time to be part of Loaves & Fishes/Friendship Trays, Inc.! After two years of research and reflection, we believe that becoming one united team will increase access to and distribution of healthy food and groceries for those in need in Mecklenburg County. The official merger date is May 1.

**POSITION SUMMARY:**

Reporting to the Chief Development Officer, the Annual Giving Manager has a passion for the mission of fighting hunger; 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 giving through direct mail and online giving; ensures accurate recording of all constituent information, acknowledgments, and reporting; and works collaboratively with all members of the organization.

**ESSENTIAL FUNCTIONS:**

1. Manage direct mail and online campaigns; oversee print, mail, and fulfillment timelines with outside vendors and internal departments to meet annual giving deadlines and goals.
2. Work with department leadership to develop strategies and materials for renewal and acquisition, including parameters for list generation and segmentation.
3. Coordinate and maintain components of workplace giving programs.
4. Coordinate and maintain the monthly/recurring donor program.
5. Coordinate honor and memorial giving.
6. Monitor the monthly progress of annual fund results including funds raised, retention, and identification of new prospects. Analyze effectiveness of various fundraising methods and messages; adapt future appeals accordingly.
7. Develop and manage expense budget for annual fund.
8. Regularly update donor communications including but not limited to letters and emails, including timely and appropriate donor acknowledgments.
9. Respond to donor inquiries in a timely and professional manner.
10. Supervise donor database staff and volunteers, ensuring accuracy of constituent information, gift data, letters, queries, and reports.
11. Adhere to the Association of Fundraising Professionals Code of Ethics and Donor Bill of Rights.
12. Attend staff meetings/trainings and other meetings as required.

13. Represent the association as required by the Executive Director.
14. Participate in and support Fund Raising Efforts.
15. Perform other duties as assigned by the Chief Development Officer.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the donor database staff. 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 with at least two to three years of relevant philanthropy experience.
2. One to two years of proven management and leadership capabilities.
3. Ability to communicate effectively, both written and oral.
4. Strong computer and analytic skills. Proficiency in Microsoft Office products and database software (Raisers Edge preferred). Comfortable learning new software.
5. High energy, positive, "can-do" attitude, flexibility, teamwork, organized with attention to detail; high degree of initiative and an ability to set priorities and manage multiple tasks and projects under minimal supervision.
6. 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.
7. Ability to interact and engage with funders, volunteers, and other supporters in a way that builds affinity for the organization.
8. Valid driver's license and own transportation.
9. A passion for fighting hunger and poverty is essential.

**Salary Range:** \$43,000 - \$48,000, dependent on experience. Includes a comprehensive employee benefit package.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.

**TO APPLY FOR THIS POSITION, PLEASE SEND YOUR COVER LETTER AND RESUME TO [HR@loavesandfishes.org](mailto:HR@loavesandfishes.org). In the subject line, please enter Annual Giving Manager.**