



ANNUAL GIVING COORDINATOR

This position is full-time and includes a competitive salary, health and welfare benefits, a 403(b) retirement plan, PTO and paid holidays.

Starting Salary: \$25/hour

JOB DESCRIPTION

Many Mansions is looking for an experienced Annual Giving Coordinator who will provide support to their Resource Development Division. While this position is located in Thousand Oaks, California, during the COVID-19 pandemic working from home is acceptable, however there may be times the position may need to be in the office.

The position of Annual Giving Coordinator is responsible for assisting with the growth of donor support by implementing all aspects of annual giving programs for Many Mansions, including annual appeal campaigns, monthly giving programs and stewardship. This position also is responsible for supporting the Many Mansions Real Estate Alliance Program. The position plays a key role in conducting donor research to assist in donor stewardship strategies.

The position is responsible for identifying and meeting goals through metrics such as donor retention, new donors, increased giving, and relationship management.

Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Annual Giving Coordinator include, but are not limited to, the following:

- In coordination with the Vice President, creates an annual plan for stewardship and recognition program for donors up to \$1,000, designed to promote new donors, donor retention and upgrades.
- Implements the annual giving campaigns that utilize direct mail, email, and phone calls to grow the number of donors and amount of financial support for Many Mansions
- In coordination with the Donor Engagement Manager and Vice President, develops segmented and targeted messaging for annual appeals.
- In coordination with the Advancement Specialist, tracks, and reports on all annual giving related metrics around donor recruitment, retention, and upgrades.

- Responsible to build and manage the monthly giving program to include marketing, gift tracking, payments, and recognition.
- Provides administrative support to the Real Estate Alliance Program.
- Conducts research on new and existing donors of all giving levels. Identifies donors with major gift and planned giving potential.
- Actively plans for and conducts donor stewardship steps for an assigned portfolio of donors. Works with key staff, assigned as lead contact, with donors, to ensure next steps in stewardship are completed.
- In coordination with the Advancement Specialist, ensures that all donors receive timely and accurate acknowledgements and recognition. Identifies next steps in the stewardship of donors. Working with key staff, identify and follow-up on next steps with donors or prospects.
- Assists with Division projects, as assigned.
- Serve on subject matter work groups (i.e. Safety Committee) as needed.
- Other duties as assigned.

MINIMUM REQUIREMENTS

Possesses excellent communications skills, including but not limited to, the ability—

- To speak and write clearly, meaningfully, and persuasively;
- To speak, listen, and respond effectively with and among staff, volunteers, agencies, residents, donors, lenders, investors, partners, and community members; and
- To give presentations and speak effectively before groups and organizations.

Computer Skills:

- Has proficiency in Microsoft 365 including (Word, Excel, PowerPoint, and Outlook), data management programs and social media platforms.
- Experience in Salesforce Nonprofit Success Pack helpful

Driving:

- Driving is required for this position. Therefore, the staff member must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor vehicle insurance.

Education, Experience, & Certifications:

- Has education and experience in direct donor fundraising. Required education and/or experience are listed below:
 - Bachelor's degree from a four-year college or university preferred;
 - Two years' experience in fundraising activities including direct mail, recurring gifts, and annual campaigns. Campaign management experience is helpful

Leadership & Other Skills:

- Has a demonstrated ability to work well with others and provide leadership among peers and volunteers. Must be self-motivated, creative, and have ability to set priorities independently.
- Must be able to adhere to all company policies and procedures, in addition to all State, federal and local laws and regulations.

Mathematical & Reasoning Skills:

- Possesses excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.

Physical Demands:

- While performing the duties of this job, the staff member is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear.
- The staff member is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands.
- The staff member must be able to lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Work Environment:

- This job position has a moderate to high stress work environment.
- The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and goal oriented.
- The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of this job.
- There must be willingness and an ability to work nights and weekends, as needed.

To Apply

To apply for open positions, please email resume, cover letter, at least 3 (three) references and employment application to colleenm@manymansions.org

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