Every pet deserves a good life. We save the most vulnerable animals and enrich the lives of pets and people. Our mission is made possible with the hard work of our valued employees. Named “Best Nonprofit” and “Best Place to Volunteer” by our community, we offer a friendly, professional work environment with a culture that promotes innovation, compassion and excellence. (Video)

The Arizona Humane Society will require proof of immunization against COVID-19 for all new employees. Exemptions will be allowed for medical or religious reasons.

Annual Fund Manager

Department: Development  
Location: South Mountain  
Status: Exempt  
FLSA: 1.0 FTE  
Schedule: Days; Two Remote Days/Week Available  
Reports To: Vice President, Development  
Supervises: Four Development Associates

Position Overview

The Arizona Humane Society’s (“AHS”) Annual Fund Manager is a key leader on the Development Team, responsible for the strategy, execution and performance analysis of broad-base donor acquisition, conversion and retention. In addition to individual contribution, the Annual Fund Manager actively manages and mentors a team of four: AHS’ Data & Donor Relations Officer, Development Coordinator, Monthly Giving Coordinator and Development Assistant.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Direct responsibility for the following programs:
  - Direct mail strategy, management and analysis.
  - Monthly recurring donor acquisition and retention.
  - Online giving.
  - Tribute/memorial giving.
  - Raffles and other chance-to-win income.
  - Online peer-to-peer giving.
  - Overall functionality of donor database and online donation tools.
- In coordination with AHS Development Team partners and peers including the Individual Giving, Planned Giving and Institutional Giving Teams, provide strategic oversight for holistic data use for prospecting and donor engagement. The position includes use of available data and research to segment prospects to support continued growth in annual giving, President’s Club, major gifts, legacy gifts and corporate/foundation gifts.

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• Provide insights and segmentation expertise to AHS Marketing Team on email marketing strategy and execution.
• Develop, maintain and communicate operations workflows, processes and procedures.
• Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

• Oversee and provide direction and support to the Data & Donor Relations Officer, charged with:
  o Donor database accuracy and integrity.
  o Data management.
  o Gift administration.
  o Monthly, quarterly and yearly reporting and analysis.
  o Extracting, segmenting and analyzing data to achieve fundraising goals.
• Oversee and provide direction and support to the Monthly Giving Coordinator, charged with:
  o Training and support of face-to-face fundraising team.
  o Monthly gift confirmation, billing and reconciliation.
  o Stewardship to drive retention and upgrades; solicitations to re-engage lapsed donors.
• Oversee and provide direction and support to the Development Coordinator and Development Assistant, charged with:
  o Accurate and timely gift entry and reconciliation.
  o Accurate and timely gift acknowledgement.
  o Donor experience including phone inquiries, one-on-one and group tours and other engagement.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

Education / Certifications / Licenses:
• Bachelor’s degree

Experience:
• A minimum five years’ professional experience in nonprofit development required.
• Proven record of accomplishment in direct response campaigns and/or database administration required.
• Experience conceptualizing, implementing and driving fundraising initiatives through data and analysis in a nonprofit fundraising environment required.
• Certified Fund Raising Executive (CFRE) credential strongly preferred.
• Comparable education/experience may be considered.
• Impeccable customer service skills with internal and external customers. Must be comfortable in a highly collaborative team environment.
• Strong attention to detail; superb organizational skills with a high level of initiative and follow-through.
• Regular use of discretion, confidentiality and independent judgement in line with the Association of Fundraising Professionals’ (“AFP”) Code of Ethical Standards & Principles.

Knowledge / Skills / Abilities:
Language – Able to speak, read and write English.
Mathematical – Intermediate mathematical skills.
Technical – Proficiency in Microsoft Excel, Office, PowerPoint and Outlook required. At least two years’ experience with Blackbaud Raiser’s Edge required. Experience with Salesforce a plus.

Other:
Regular attendance is required. Must be available to occasionally work evening and weekend events.

Work Environment / Physical Demands:
While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. 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. There will be exposure to dust, heat, cold and temperature changes; occasional wet floors, and animal noises, odors and dander. Most time will be spent in a typical air conditioned and heated office environment.

Salary Range:
$80K - $90K

Please email resume to: Tiffany Aldrich taldrich@azhumange.org

Additional Information
The Arizona Humane Society is an Equal Opportunity Employer and a participant in the E-Verify program. Pre-employment background check required.

Essential Functions Confirmation
Employee signature below constitutes employee’s understanding of, and agreement to, the essential functions and qualifications of the position.

Employee___________________________________________ Date____________________________

If an accommodation is needed, please describe: ____________________________________________
____________________________________________________________________________________

Revised 6/13/2022