

JOB DESCRIPTION

**Annual Giving Officer**

**SUMMARY:**

Responsible for increasing annual fund giving to Lowell Observatory, the Annual Giving Officer understands and employs the development process to create and maintain positive relationships between donors and members of the Observatory resulting in an increase in membership level giving and annual fund gifts. This position works in harmony with all members of the Development team, including the Membership and Major Gifts teams. The Annual Gifts Officer reports to the Development Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Enhances relationships with long-time, loyal members and important friends of the Observatory and is expected to use the development process to increase giving from these friends.

The Annual Giving Officer is responsible for increasing support to the Annual Fund and increasing Annual Fund income by cultivating and soliciting leadership unrestricted gifts from members at the $250+ level. The position is also responsible for mass communications solicitations through written and electronic means. Other duties include:

* Creating and supporting meaningful stewardship of loyal members and donors with the intent of moving them up the membership and annual fund giving levels;
* Developing and implementing cultivation, solicitation, and stewardship strategies for loyal and upper level members and annual fund donors;
* Making one-on-one visits to current and prospective donors with the intent of increasing their giving;
* Developing and implementing stewardship events aimed at higher level members and annual fund donors.
* Writing and distributing mass annual giving appeal letters and email materials;
* Demonstrating empathetic disposition and perseverance;
* Reflects optimism and positive attitude, and conveying sensitivity to needs of the donors;
* Adhering to the highest ethical standards.
* Other duties as assigned.

Works with regional Friends of Lowell clubs, recruits and supports regional volunteer leaders, arranges annual visits by Lowell astronomers, and coordinates visits by club groups to Lowell Observatory. Plans and implements regional club annual fund solicitation strategies and events.

Works collaboratively with major gifts team, other development staff, Observatory staff, Advisory Board members, and other volunteers with an eye to increasing membership and annual fund giving.

Manages a portfolio of annual fund gift prospects. Travels to primary territories, as needed, to develop and support regional club activities and create meaningful relationships and close major annual fund gifts.

**Qualifications:**

* High degree of reading, writing, and verbal skills.
* High level of organizational and record keeping skills.
* Skilled in building and maintaining relationships with a wide variety of people.
* Able to and willing to seek input and collaboration with others.
* Ability to travel as needed, local and out of state.
* High degree of comfort with technology, especially Word, Excel and Raisers’ Edge or other donor data bases.

**Education/Experience:**

* College degree required. Degree in science a plus.
* Three years of experience in fundraising: direct personal solicitations of gifts and/or demonstrated success with written and electronic mass fundraising solicitations

and extensive knowledge of the fundraising process.

**Status:** Full time, Regular

**FLSA Classification:** Exempt

**Compensation Type:** Salary

**Benefit Eligible:** Yes

**Location**: Flagstaff, Lowell Observatory’s Mars Hill Campus