



SUMMARY

Founded in 1927, Episcopal Community Services (ECS) is a non-profit organization that is breaking barriers and transforming communities to cultivate a strong, vibrant San Diego through programs rooted in tradition of action and faith in God - where all have unlimited potential. ECS provides more than \$30 million in health and human services in the areas of early childhood education, behavioral and mental health, and homelessness. ECS welcomes and serves all. Every client is served regardless of ethnic background, culture, gender, age, sexual orientation, or religious creed. ECS is searching for an **Annual Giving Manager** who embraces our mission and possesses a strong commitment to supporting the life-changing services we offer.

GENERAL DESCRIPTION

The Annual Giving Manager plays an important role in the Development team. They will create a comprehensive strategy for annual giving in conjunction with the Director of Development. They will execute and track data-driven, multi-year development plans. They will provide analysis and recommendations for increasing annual campaign outcomes. This will result in broadening Episcopal Community Services' donor base, providing strong annual giving and major gift donor pipelines, and generating a growing revenue stream for the organization. This person will be the key driver for messaging to both existing and prospective donors, continually adapting a fresh, compelling, and brand-conscious case for support for ECS' annual giving program. This team member will assist in managing and supporting activities related to the Emerging Leaders initiative, sustaining donor program, ECS's employee giving program, and special events.

ESSENTIAL FUNCTIONS

- Assess and develop a strategy on the range of tools available to grow annual giving to ECS using high-volume solicitations, including direct mail appeals and electronic communications.
- Create and implement the overall annual giving strategy and establish short- and long-term fundraising goals for the agency. In conjunction with the Director of Development, develop and implement operating plans to achieve goals.
- Conceptualize, craft, and implement annual giving appeals, in conjunction with vendors as needed.
- Develop collaborative relationships with vendors and organization staff, using various resources to create successful appeals. Be willing and able to vet and manage new vendors.



- Strengthen giving programs that generate annual support, such as employee giving and sustaining giving. Manage strategy and appropriate implementation of Giving Tuesday and other special initiatives.
- Manages special fundraising initiatives and special fundraising events.
- Manage the budget for annual giving campaigns. Analyze and report on the return on investment to stakeholders.
- Develop unique and meaningful stewardship plans for donor categories, such as new donors.
- Provide oversight to the Development Specialist, reviews and approve gift entries and all posts entered gifts into the ECS database. Serve as backup for gift processing and gift acknowledgments.
- This job description is not intended to be all-inclusive. Employee will also perform other related job duties as assigned by management as needed.

EDUCATION & EXPERIENCE: Bachelor's degree in Social Sciences, Liberal Arts Business Administration or related field, or equivalent knowledge, skills, experience, and abilities in a related field are required; advanced studies highly valued. Minimum of three years of experience in annual giving fund development in a non-profit setting, or commensurate related experience. Proficiency with Microsoft Office suite required. Experience with Raiser's Edge fundraising software preferred.

OTHER/SPECIAL: Ability to pass a physical examination, tuberculin skin test, alcohol and drugs. Fingerprint clearance and criminal check required. Free from exclusion and debarment. Verification of current driver's license and automobile insurance required for personal car usage. Proof of COVID-19 vaccination, including booster.

For additional information and to apply, please visit our website:

<https://www.ecscalifornia.org/careers>

Compensation: \$65,000/year to \$75,000/year, DOQE.

ECS accepts online submissions only.