

**Position Title :** AVP Annual Giving and Stewardship

**Organization :** People Inc.

**Salary:** \$70,000 to \$90,000

**AFP-WNY Post Date:** 3/10/24

**DEADLINE TO APPLY: OPEN**

## **DESCRIPTION**

Primary responsibility for the strategic planning, creation, implementation, and maintenance of a widespread donor engagement plan that fosters a pipeline of consistent annual giving and future major gift support for the People Inc. Foundation. This role will focus on the development and implementation of a strategy to cultivate and retain annual donors; enhance unrestricted support for the People Inc. Foundation; increase the donor participation rate; and ultimately renew and upgrade donors through an effective marketing, solicitation and engagement strategy.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- Ability to support and promote the People Inc. mission, vision, values and strategic goals.
- Design the overall strategic and organizational direction for the People Inc. Foundation Annual Giving program.
- Develop and oversee a comprehensive fundraising plan and appeal schedule.
- Grow the various donor recognition societies.
- Partner with the Marketing and Communications team to create and execute direct mail / email annual solicitations and dynamic online/digital giving strategies including #GivingTuesday and Giving Day campaigns.
- Plan and design stewardship events to recognize donors.
- Recruit and support volunteers to strengthen giving strategies and events.
- Assist in the leadership of the agency's two major fundraising and stewardship events.
- Monitor and report on the activity, progress, and achievement of the Foundation.
- Inform annual budget process and explore new strategies to maximize ROI.
- Work with key internal and cross-departmental partners to enhance engagement, solicitation, and stewardship efforts.

- Represent the People Inc. Foundation and its priorities, as well as the agency's interests and mission, in internally and externally facing meetings and events.
- The possibility of flexible hours may include nights and weekends.
- Complies with all agency policies and procedures.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree with at least 5+ years of fundraising experience, preferably with a human services organization or an institution of higher education. Master's degree preferred.
- Proven track record of growing an annual giving campaign strategy, especially raising 4 and 5-figure gifts.
- Excellent planning and organizational skills, with an ability to prioritize and manage multiple tasks.
- Strong written and oral communication skills.
- Superior analytical skills and excels in data management and interpretation.
- Excellent interpersonal skills and a high level of professionalism.
- Sensitivity to the needs of diverse constituencies and interest and aptitude in working within a diverse community.
- Solution-oriented performer, with an attention to detail and a high level of productivity.
- Experience with Raiser's Edge software desired.
- Strong knowledge of Microsoft Office Products, particularly Word, Excel, Outlook/e-mail.

## **SUPERVISORY RESPONSIBILITIES**

This position will supervise the Advancement and Special Events Coordinator.

## **TO APPLY**

Please submit a cover letter and resume with your application

<https://recruiting.ultipro.com/PEO1000PEOP/JobBoard/7d743a67-21fb-49fb-a863-fce2b9a51f38/OpportunityDetail?opportunityId=6d3225ef-bc07-4e67-808f-c32f259dbbee>

## **Why People Inc.?**

When you join the People Inc. team, you can make a difference in the lives of people receiving services while also receiving outstanding benefits (generous PTO, PTO buyback, affordable insurances, tuition reimbursement, career mentoring, shift incentives, on-demand pay access and more), consistent schedules and the opportunity to help others move closer to their life goals and dreams. People Inc. is the region's most experienced provider of programs for people with developmental disabilities and other special needs. We understand that working one-on-one with people who have disabilities and helping them in all aspects of daily life takes someone who's dedicated, caring and compassionate – that's how we treat our employees.