Job Description – Philanthropy Manager

**Job Title:** Philanthropy Manager

**Department:** Philanthropy

**Status:** Full-time, Hybrid

**FLSA Status:** Salary; Exempt

**Reports to:** Director of Philanthropy

**Number of Direct Reports:** 0

**Pay Rate:** $65,000 - $68,000/year

**Revision Date:** April 2023

**POSITION SUMMARY**

The purpose of Archway’s Philanthropy Department is to raise funds for the support of Archway's mission of developing affordable housing and providing supportive services. The Philanthropy Manager will work in conjunction with the Director of Philanthropy to oversee Archway’s philanthropy department. This includes administrative functions, direct solicitation of gifts, event planning, and donor stewardship.

**ESSENTIAL FUNCTIONS**

**A. Fundraising Support**

I. Objective: Provide support in raising funds for the organization’s Supportive Services Department

II. Why this matters: Archway seeks to provide safe and affordable housing for its residents and philanthropy is essential to continue and grow this work

III. Key Results:

   a. Provide ongoing research to identify new funders, partners, and individual donors to build a base of philanthropic support. This includes tracking deadlines and identifying funding priorities for family foundations, corporate foundations, and government funders

   b. Submit grant reports and applications in a timely fashion

   c. Work with the Director of Philanthropy and the Marketing/Communications team to develop solicitations and year-round engagement strategies to retain current and attract new donors

   d. Discover relevant companies’ corporate social responsibility and/or workplace giving objectives and support in building relationships to create engagement initiatives and responsibilities

**B. Administrative**

a. Objective: Contribute to the efficiency of the department by providing day-to-day execution of essential operational tasks

b. Why this matters: Maintaining strong records, data, and stewardship practices is key to building a base of philanthropic support

c. Key Results:

   i. Donation and database management: Serve as Raiser’s Edge database subject matter expert with responsibility for infrastructure, protocols, data entry systems, gift processing, and
ii. Report writing; maintain record creation, updates, list creation and reports in Raiser’s Edge; maintain all donations within the database

iii. Data entry: Work with teams across the organization to update information within the database. Conduct regular audits to ensure accurate and effective data

iv. Donor stewardship: Coordinate donor stewardship practices through gift acknowledgement and tax receipts and support efforts to cultivate past and current donors

v. Finance liaison: Work in collaboration with the finance team to track incoming donations and reconciliation

C. Donor Experience
   a. Objective: Manage relationships with our community of funders and donors
   b. Why this matters: Providing professional interactions and good donor experience goes a long way to maintain long-term relationships within our community of supporters
   c. Key Results:
      i. Provide professional assistance and interaction with donors
      ii. Manage the execution and logistics of fundraising and community events

D. Other Duties as Assigned
   I. Objective: Other duties may be assigned consistent with the benefit of the organization

QUALIFICATIONS

A. Education: Bachelor’s level or equivalent experience

B. Experience:
   I. Three to five years of philanthropy database management or philanthropy experience
   II. Grant writing and research
   III. Direct solicitation and closing gifts
   IV. Event planning
   V. Database management or Blackbaud Raiser’s Edge preferred

C. Personal Characteristics:
   I. Excellent organizational skills
   II. Exceptional internal and external communication skills
   III. Positive attitude and approach to work
   IV. Demonstrate a high-level of professionalism in dealing with customers/donors/residents
   V. Ability to write and communicate effectively
   VI. Ability to meet deadlines and work independently with minimal supervision
   VII. Strong ability to build and maintain relationships with donor community
WORK ENVIRONMENT AND PHYSICAL DEMANDS

I. Ability to efficiently perform job responsibilities with minimal supervision
II. Ability to speak concisely and effectively communicate
III. Follow Archway’s COVID protocols

COMPENSATION

I. The pay range for this role begins at $65,000 per year and goes to $68,000 per year depending on experience
II. Archway provides Health and Dental insurance with the company paying 80% of the cost
III. Archway provides a Vision plan as well as Short-Term and Long-Term Disability Coverage and Basic Life/AD&D; the company pays the full amount of these plans
IV. 401k retirement plan with a 3% non-elective contribution of the employee’s eligible annual pay
V. Archway provides 13 paid holidays per year including 3 floating holidays
VI. Full-time employees accumulate one day of paid sick leave for each month worked, after their first 30 days of full employment. Unused sick leave accumulates from year to year up to a maximum of 60 working days
VII. Full-time employees in their first three years of continuous employment will accrue vacation time at 3.08 hours per pay period. For a full-time employee working 40 hours per week, this equals 80 hours, or two-weeks of vacation per year
VIII. Prior to the start date, an Employee Handbook detailing these and other benefits will be made available to newly hired employees

If you would like to apply for this position, please send your resume to resumes@archwaycommunities.org.
Thank you for your interest in Archway Communities!