Annual Giving Specialist
Christian Living Communities

Christian Living Communities, and its management division Cappella Living Solutions, provides senior living communities and services in six states. Our vision is creating communities where aging is honored and celebrated.

Position Summary

As an enthusiastic voice for organizational vision, mission and values, the Annual Giving Specialist effectively articulates the case for monetary support as it relates to the organization’s mission. The Annual Giving Specialist will have primary responsibility for ensuring a successful annual fund and related campaigns and appeals. This position oversees the donor database and donor acknowledgements, establishes and implements data-entry policies and procedures to ensure data consistency and quality, and leads efforts to develop philanthropic strategies. Routinely seeks connections and prospective opportunities for donor relations to make a difference in community and organizational life.

Essential Duties

- Leads the creation of the annual fundraising aspects of the Donor Relations Plan including related appeals aimed to increase and maintain gifts in support of the mission.
- Responsible for creating, implementing and reporting on all the annual giving efforts.
- Direct planning and support or staffing for special event fundraisers.
- Develops a corporate giving strategy that includes identifying and soliciting corporate partners.
- Leads the creation and execution of direct mail campaigns that align with annual giving efforts.
- Creates the annual giving communication strategy, to include gathering, writing and sharing stories of donor impact.
- Partners with the Director of Donor Relations to execute on a “donor-centered” strategies, that includes a stewardship plan.
- Oversight of the donor relations data base, gift processing and training of team members to support the administrative function of the department.
- Responsible for monthly chart of accounts reporting to accounting.
- Conducts quarterly deep-dive analysis through reporting, to focus on second-time donors, repeat donors, and potential monthly donors, to discover trends and for future segmentation.
- Serve as a Donor Relations team liaison by working from a community on a regular basis to build and strengthen relationships with residents, family members and team.
- Other duties as assigned.

**Basic Qualifications & Experience**

- Bachelor Degree in Communications, Marketing or related field, required.
- 4 years of experience in fund raising
- Excellent interpersonal, written and presentation skills
- Must have special event experience, event planning and coordination.
- Demonstrates ability to organize and execute large scale gift giving events
- Must have fundraising database experience.
- Must possess excellent customer service skills
- Must be goal oriented and driven to succeed while at the same time fostering strong inter-personal relationships with a wide variety of people
- Must be able to read, write and speak English

**Working Conditions / Physical Requirements**

- Sits, stands, bends and moves intermittently during working hours.
- Lifting, pushing or pulling up to 25 pounds intermittently.
- Must possess a Colorado driver’s license in good standing. Job may require occasional travel in and outside the state.
- Is subject to frequent interruptions.
- Frequently interacts with relevant stakeholders including team members, donors, vendor partners, residents and family members.

**TO APPLY:** [Click here](#).