



Christian Living Communities has a newly developed role supporting our fundraising efforts, Annual Giving Manager. The role pays up to \$65,000 annually, to view the full job description, click here : <https://jobs.smartrecruiters.com/ChristianLivingCommunities/743999843075758-annual-giving-manager>

As an enthusiastic voice for organizational vision, mission and values, the Annual Giving Manager effectively articulates the case for monetary support as it relates to the organization's mission. The Annual Giving Manager 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, creates social media and associated content, 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.
- Create and implement strategies to achieve Annual Fund goals.
- Create and manage a calendar/schedule of multi-channel appeals that leverage a variety of media (e.g., electronic solicitation, direct mail appeals, events) to communicate with potential and current donors.
- Manage annual fundraising event, including the direct planning, support and staffing.
- Develops a corporate giving strategy that includes identifying and soliciting corporate partners.
- Write and prepare content and materials needed for fundraising and special events including newsletters, acknowledgement letters, appeal letters, or other fundraising materials.
- Partners with the Director of Donor Relations to execute on "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 reconciliations and database accuracy.
- Conducts 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 and customer service skills.
- Excellent oral and written communication skills, as well as strong organizational and multi-tasking skills, and have acuity with detail.
- Must have special event experience, event planning and coordination.
- Must have fundraising database experience.
- Must be goal oriented and driven to succeed while at the same time fostering strong interpersonal 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.