

# DUMB FRIENDS LEAGUE

## Position Description

<b>Title:</b>	Annual Gifts Manager
<b>Department:</b>	Development
<b>This position reports to:</b>	Vice President of Development
<b>This position supervises:</b>	Donor Data Coordinator (3) Volunteers
<b>FLSA Status:</b>	Exempt

**Purpose of Position:** Develop, plan, and coordinate the League's annual giving development efforts to grow revenue through existing and new programs; build on relationships with current and new mid-level donors.

### Responsibilities

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job related duties assigned by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*

- Evaluate annual programs and recommend strategy to meet fundraising objectives and identify new opportunities for revenue.
- Work with direct mail firm on planning annual strategy, developing and designing direct mail, and tracking results.
- Oversee the input, management and extraction of development data using Raiser's Edge database.
- Ensure consistency, efficiency, confidentiality and maintenance of database and donor records.
- Work with League Communications team to develop donor materials and appeals.
- Lead data entry and development support staff.
- Manage donor acknowledgement processes.
- Oversee stewardship and recognition of annual giving donors.
- Coordinate or assist with events.
- Work with League leadership and Board members to create new fundraising opportunities and identify and attract new contributions.
- Develop and monitor budget.
- Recruit, hire, develop, coach and counsel staff members.
- Monitor and evaluate departmental/area processes and procedures to maximize efficient uses of resources.
- Participate in inter-departmental meetings and discussions to support and develop League initiatives.

### People Care

People are the key to fulfilling our mission. Making internal and external patrons and their needs a primary focus is expected in all situations. This position interacts with and collaborates with employees at all levels of the organization. Communication occurs through face to face, telephone, and electronic interactions and may also include

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contact with the general public and League business partners. Communication and contact must be clear, understandable, cooperative, professional and respectful in all circumstances. Employees are expected to actively support a positive team environment, directly address conflict, and appropriately express concerns.

### Competencies

Competencies are work behaviors and expectations necessary for successful job performance. They encompass knowledge, skills, abilities, attitudes, and actions. Organizational competencies apply to all jobs at the League; position competencies are specific to this position.

#### Organizational Competencies

- Accountability
- Flexibility
- Leadership
- Teamwork
- Attention to Detail
- Initiative
- Managing Resources
- Technical Expertise
- Decision Making
- Integrity
- Results Oriented
- Time Management

#### Position Competencies

- Analytical Thinking
- Fiscal Responsibility
- People Development
- Community Partnerships
- Innovation
- Project Management
- Financial Acumen
- Conflict Management
- Strategic Thinking

#### Position Qualifications: Education, Experience, Certification, and Knowledge/Skills/Abilities

##### Required

- Bachelor's degree in non-profit management or related field
- Five years of experience in development with experience managing staff
- Strong Raiser's Edge knowledge or other fundraising database software
- Ability to maintain confidentiality
- Strong verbal, written, and interpersonal communication skills
- High level of organization, attention to detail and ability to be self-motivated
- Proficiency in Microsoft Office programs
- Valid driver's license with insurable driving record

##### Work Conditions and Physical Requirements

Performs work primarily in an office setting. Potentially prolonged periods of sitting and repetitive motion. May work in an area with high noise level. Potentially subject to animal bites and scratches. Exposure to cleaning chemicals, fumes, dust, animal dander, and feces. Occasional lifting with reasonable accommodation.

**Link to apply:** <http://www.ddfl.org/about-us/career-opportunities/>