



Job Description: Annual Fund Manager

Big Brothers Big Sisters Columbia Northwest is a private non-profit social change organization affiliated with Big Brothers Big Sisters of America. Funded by local investment only, BBBS creates and supports one-to-one mentoring relationships that ignite the power and promise of youth.

The Annual Fund Manager is a key member of the team that is raising philanthropic funds for the organization and reports to the Chief Development Officer. The position is responsible for planning, implementing and managing a comprehensive annual and monthly giving program that focuses on retaining and increasing the number of individual, corporate and foundation donors.

Essential duties and key responsibilities:

- Develop and implement a comprehensive annual giving program.
- Grow the Big Friends Circle monthly giving program that incorporates an engagement platform.
- Develop a cultivation and solicitation calendar as part of the annual plan.
- Solicit donors in the \$1 to \$999 giving range by mail, digital communications, and phone.
- Make and implement decisions about portfolio assignments, solicitation methods and donor segmentation.
- Develop strategies to move donors into higher giving levels.
- Convert event donors and peer-to-peer donors to annual donors.
- Responsible for the identification, cultivation, solicitation and stewardship of individual prospects and donors.
- Responsible for recruitment of individual participants in the annual Rappel for a Reason peer-to-peer fundraising campaign.
- Manage the end-of-the-year direct mail appeal.
- Manage the Willamette Week Give Guide campaign, Give More 24, and other special appeals.
- Develop additional appeals and campaigns to meet annual revenue goals.
- Manage and re-brand the Ambassador Board.
- Coordinate and deliver donor-centered communications for appeals and campaigns.
- Maintain records of donor contacts and moves in Raiser's Edge database.
- Utilize social media and digital marketing platforms to solicit and engage donors.
- Work with staff to identify programmatic opportunities for donor engagement.
- Work in collaboration with the CDO and CEO on their top-level cultivation and stewardship activities.
- Conduct yearly review and assessment of giving programs and donor cultivation efforts, making adjustments as necessary.

Qualifications

- Strong passion and belief in the mission of BBBS.
- Proven track record in annual fund, individual giving donor engagement or appropriate transferable responsibilities.
- Experience in data analysis, research and qualification of donors.
- Attention to detail and a critical thinker.
- Able to take initiative and solve problems independently.
- Exceptional written and verbal communication skills, emphasizing the ability to listen and hear others.
- Ability to work in a small team environment.
- Ability to work with board members and donors in a professional and positive way.
- Strong experience with fundraising databases, Raiser's Edge preferred.
- Experience working with social media and digital fundraising or marketing platforms.
- Strong organizational skills and the ability to handle multiple tasks.
- Strives for excellence and continuous improvement.
- Must pass a background check.
- Provide own vehicle with a valid driver's license and proof of insurance.

Commitment to Diversity: Our goal is to be a diverse workforce that is representative of the community we serve. At Big Brothers Big Sisters Columbia Northwest (BBBSCNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. BBBSCNW believes that diversity, equity and inclusion among our colleagues is **critical to our success** as a social change organization and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Salary Range: \$55,000-\$60,000/year

Benefits: Medical, vision and dental benefits; generous PTO; flexible schedules and a positive, collaborative work environment.

Application Deadline: Position open until filled

Location: Portland, OR (moving from NE to SW Portland in March 2020)

Application Instructions: Please send cover letter and resume to:
bbbsinfo@bbbsnorthwest.org