Job Description

Job Title: Manager – Annual Giving
Reports To: Associate Vice President (AVP) – Annual Giving
Main Office: Dallas
Supervises: N/A
Category: Exempt; Full-time
Revision Date: December 28, 2018

Purpose: The Manager – Annual Giving is responsible for building and expanding the Foundation's annual giving through managing key fundraising events, securing and activating corporate sponsorships and recruiting/sustaining volunteer leaders. Reporting to and working closely with the AVP – Annual Giving, this person will support planning and implementation of the Foundation's appeals and annual fundraising events - including but not exclusive to the Annual Luncheon ($1.5M+ revenue), Leadership Forum & Awards Dinner ($650k+ revenue) and #BestSelf ($150k+ revenue) – and leverage current community and corporate relationships to advance organizational development priorities.

Key Competencies:

- **Relationship Building –** Contributes to positively to staff board relations; works well with board members. Builds trust with managers, colleagues, direct reports, board members, volunteers, community partners and leaders and other external contacts and actively works to restore trust when necessary. Promotes productive relationships and collaborative working across different parts of the organization.

- **Influencing Others –** Identifies and proposes solutions that benefit all parties involved in a situation; Knows when to escalate critical issues to own or others' management, if own efforts to enlist support have not succeeded; Structures situations (e.g., the setting, persons present, sequence of events) to create a desired impact and to maximize the chances of a favorable outcome; Accurately anticipates the implications of events or decisions for various stakeholders in the organization and plans strategy accordingly.

- **Professional Expertise -** Demonstrates a strong understanding of and the ability to apply the principles, practices, and functions related to areas of responsibility. Stays up to date with current developments and trends related to areas of responsibility.

Duties and Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties and responsibilities listed below. The duties and responsibilities include the following, though other duties may be assigned.

Annual Events

- Supports and helps coordinate the Foundation's annual fundraising events (Annual Luncheon, Leadership Forum & Awards Dinner, #BestSelf and others as required)
- Supports AVP – Annual Giving with all special event co-chairs and committees, including the Annual Luncheon and Leadership Forum & Awards Dinner
- Manages volunteer support for fundraising events, including recruiting, training, scheduling and supervising volunteer corps and volunteer team leaders
- Produces corporate and individual event sponsorship proposals, solicitation letters and inquiries
- Works with the Computer Systems Specialist to manage the tracking process, analyze registrations and income for events, and produces regular progress reports
- Supports marketing efforts for fundraising events (invitations, save the date cards, etc.)

Annual Giving

- Manages and is the primary staff person supporting the XIX Society Co-Chairs, Steering Committee and members, with the goal of growing the organization's membership and financial impact on the Foundation in North Texas and statewide
- Supports AVP-Annual Giving in soliciting and stewarding members of the Foundation's Economic Leadership Council to meet and exceed targeted financial
- Assists AVP-Annual Giving in recruiting Women's Leadership Institute participants to meet and exceed targeted WLI enrollments
- Personally maintains a portfolio of 100 – 125 donors and prospects rated at $1,000 to $25,000
- Works closely with AVP – Annual Giving and other internal staff to oversee the development of the annual appeals and special annual fundraising campaigns
- Supports creation and development of appeal letters, newsletters, e-bulletins and other communications pieces that speak to the donor audience and serve a fundraising purpose in addition to donor education

Key Technical Skills and Knowledge:

To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Proven experience in raising annual gifts
- Superior verbal, written and communication skills, as well as interpersonal and relationship-building skills
- Strategic thinker
- Strong presentation skills, including networking and public speaking
- Ability to manage multiple projects at one time
- Commitment to keeping Raiser's Edge database accurate with donor relationships

- Must be a team player
- Ability and willingness to work outside of the job description
- Ability to execute long and short-range plans in the context of a dynamic and fast-paced environment

Education and Experience:
- Bachelor's degree and three to five years of demonstrated leadership success in annual giving programs and events
- Donor database knowledge; Raisers Edge preferred
- Demonstrated ability to work effectively with volunteers

Physical Requirements:

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate to high-stress level
- Regular and predictable attendance
- Moderate noise level
- Occasional standing and lifting of at least 5 pounds
- Long periods of sitting

To Apply:

• E-mail ONLY a cover letter and resume, including salary history to: jobs@txwf.org

• Reference "Manager – Annual Giving" in the Subject line

• For more information on the foundation: www.txwf.org

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Signature of Employee   Date

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Employee's Name - Printed