



**JOB TITLE: ANNUAL FUND MANAGER**

**WHO YOU REPORT TO: DIRECTOR OF PHILANTHROPY**

**PROGRAM: PHILANTHROPY**

**HOW TO APPLY: Send resume to [RandyW@HabitatTucson.org](mailto:RandyW@HabitatTucson.org)**

**PAY: \$41,500 - \$50,000 yr DOE**

**TOTAL REWARDS INCL: 3 weeks vacation accrued your first year, 11 paid holidays, 2 days floating holidays/PTO. Medical/Dental/Vision, Employer paid Long and Short Term Disability, Employer paid Life Insurance, 401 with Employer Matching after 1 year of employment and more...**

**WHAT YOU CAN EXPECT TO WORK ON:**

As a representative of Habitat for Humanity Tucson, and in partnership with the Director of Philanthropy, identify and cultivate donor relationships to increase the impact of Habitat for Humanity in Southern Arizona. The vital role of the Annual Fund Manager includes three primary areas of responsibility:

1. Implement a three-year development plan supporting effective and efficient individual fundraising.
2. Manage a mid-level donor portfolio of 150 – 200 cultivated, and active donors making gifts of \$500 to \$999 annually with the goal of developing them into major donors.
3. Assist Philanthropy Team in expanding the number of new donors to 150 per year.

**OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role is to make people in the Tucson community aware of Habitat for Humanity Tucson, our goal to make neighborhoods collaborative and safe, and to carry out a comprehensive and diverse community presence strategy of community awareness, stakeholder growth, and community activities. Your work will reflect the integration of the following:

**Job Duties Include:**

- As part of the Philanthropy Team, steward mid-level donors to encourage increased giving to Habitat Tucson. This includes calling donors to thank them and develop relationships with them.
- In collaboration with the Director of Philanthropy, execute donor recognition program. This may include sending personalized thank you notes to donors, sharing Habitat homeowner stories, or sending email communications.
- In partnership with Volunteer Resource Manager, coordinate and arrange for the staffing of volunteers for fundraising events and builds including World Habitat Day.
- Assist Director of Philanthropy during committee meetings by taking notes and following up on committee member needs.
- Help meet fundraising goals by assisting volunteer committees as needed. This may include representing Habitat Tucson at community wide events.

- Manage fundraising and stewardship events such as build days, donor tours, and small gatherings, designed for donor cultivation and appreciation.
- Enter appropriate information into Raiser's Edge; run queries, labels, and reports as needed from database.
- Partner with the Marketing Team on content for direct mail, on-line marketing, electronic solicitation, monthly giving and event fundraising. Co-create event invitations, programs, promotional materials and donor recognition items.
- Exhibit a high level of personal and professional integrity, and ethics.
- Other duties as assigned.

## **YOU ARE:**

### **Education and Experience:**

Bachelor's degree in an applicable field or equivalent experience

Three years' experience in fundraising, volunteer management, customer service, and relationship building.

Five years' experience in the not-for-profit environment, including interaction with boards and committee members, either as a volunteer, staff member or both preferred.

Experience with Microsoft Office products and familiarity with databases. Knowledge of Raiser's Edge is preferred.

### **Talents we need:**

Experienced relationship builder

Excellent oral, written and listening skills.

Excellent organizational skills, including the ability to prioritize tasks.

Ability to maintain confidentiality.

Detail-oriented.

A willing team member with strong interpersonal skills.

Ability to communicate with thoughtfulness and diplomacy

Excited about creating positive change in the Tucson community

Focused, you take ownership and pride in your work

Donor focused and team spirited with a positive attitude

Flexible and adaptable

Proven self-starter who takes on role with passion and initiative

### **OTHER NECESSITIES:**

Languages: Fluency in a second language, (ideally Spanish) is desirable but not required.

License: Valid Arizona Driver's License with a clean driving record.

Travel: Occasional.

Overnight stays: Occasional.

Working hours: The position is regarded as full time (40 hours a week). Work is usually performed between 8 a.m. and 5 p.m. Additional hours may be required to perform the job and may include some evenings and/ or weekends.

### **PERFORMANCE GOALS AND ACCOUNTABILITIES:**

- Partner with the Director of Philanthropy to execute work plan to ensure maximum engagement of committee volunteers and donors. Achieve clear, measurable goals that assist in retaining current donors and building the base.
- Collaborate with Foundation and Corporate Relations Manager to where appropriate to enhance giving from current and new investors.
- Work with Donor Relations Manager to implement a dynamic stewardship plan focused on measurable outcomes that increase donor engagement.
- Manage an active portfolio of 150 to 200 mid-level donors.
  - Ensure that every assigned donor is acknowledged, thanked and recognized in a timely way.
  - Personally engage at least 3 donors or prospects per week through visits, tours, virtual meetings, phone visits, dedications, and events. Focus on engaging donor passion and imparting impact through Habitat for Humanity Tucson.
  - Provide 6 annual stewardship “touches” to all mid-level donors.
  - Maintain annual gift support in year one and increase by 5% each year following.
  - Expand number of new donors from a 5-year average of 136 to a net increase of 150 per year.
- Report to Director of Philanthropy regarding progress on development plan objectives and recent successes.