

**Title: Annual Fund Manager**

**Reporting Relationship:** Reports to Director of Annual Giving

**Job summary**

The Annual Fund Manager oversees the implementation of our annual giving program, which raises \$6+ million annually. Manages special campaigns and ongoing donor solicitation and stewardship efforts. Directly supervises administrative team including Development Coordinator, Senior Development Assistants and Development Assistant.

**Core Responsibilities**

- Develops work plans for annual fund projects and donor communications; monitors progress to ensure projects are delivered on time with high quality and accuracy; measures and reports on project performance, making course corrections as needed; coordinates with department teams to integrate plans into the department's broader communication and solicitation plans
- Working with Director of Annual Giving, develops strategies and materials for donor cultivation, stewardship and solicitation. This includes program reports, Annual Review, holiday cards/gifts, donor emails, ongoing renewals, special appeals and pledge program
- Develops plans and manages all aspects of donor events. Works with MBA Events team and Development Coordinator and oversees invitation production and mailing, pre- and post- event calls and emails to donors, budget and expenses
- Manages all aspects of annual special campaign: develops plans and oversees their implementation; prepares and reviews campaign lists; coordinates closely with external vendors (calling firm and mail houses) to monitor calls, provide training and ensure timely and accurate completion of data transfers, mailings and other project components; oversees coordination with internal work groups to ensure delivery of campaign assets; oversees tracking of campaign expense budget, inventory, revenue and analysis for cost benefit reports
- Supervises development administrative team; manages day-to-day operations of the team and their work; conducts weekly ESD meetings and annual performance conversation. Recruits, hires and trains new staff as needed
- Drafts copy and proofreads communications and materials
- Provides detailed and timely progress reports to Director of Annual Giving
- Oversees annual donor plaque and other donor recognition programs
- Oversees annual fund print inventory, ensuring materials are updated and supplies are available for all solicitation and cultivation mailings; manages production of development print materials
- Works with Director of Annual Giving to prepare the budget for annual fund projects and monitors expenses
- Works closely with Development Database Coordinator and database consultant to conduct regular audits of development database procedures and ensure that procedures are streamlined and updated
- Models departmental standards of customer service for members and donors
- Participates with all donor events and special member events as needed

**Absolutely Required Skills / Knowledge / Ability / Experience or Education**

- Minimum four year degree or equivalent experience
- Three or more years of Development/fund raising experience in a non-profit organization

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- Strong project management skills with proven organizational skills and attention to detail
- Strong writing and proofreading skills
- Critical thinking and problem solving skills
- Excellent customer service and written/oral communications skills
- Must be able to work well in a fast paced, team-oriented environment
- Proficient computer skills including Microsoft Office

## **Desired Skills / Knowledge / Ability / Experience or Education**

- Two years of experience working with CRM database programs, Raiser's Edge preferred
- Experience in a team leadership role, supervisory experience preferred