



DESCRIPTION

Rancho Cielo is a growing, vibrant and fast-paced organization. We have a powerful Board of Directors and a competent staff working on an important issue – youth development, education and workforce development – with young people who have few other options.

The Annual Gifts Manager is responsible for planning and executing Rancho Cielo's annual financial development efforts, including securing gifts from individuals, corporate sponsorships and developing relationships with donors and potential donors. Manages Annual Partnership Campaign with volunteers. Creates newsletters, annual letter and other mailings. Manages the Event Coordinator and the annual events. Serves as liaison to Board committees to facilitate success. Key characteristics of the successful candidate include flexibility, creativity, writing ability and strategic thinking. Must be a "do-er;" our culture demands it.

EMPLOYMENT CLASSIFICATION: Exempt -- Regular, Full Time

SUPERVISION RECEIVED AND EXERCISED

Reports to the CEO

Supervises event coordinator, grant writer, volunteers and occasional consultants

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Lead all annual fundraising efforts.
- Measure success.
- Build solid, meaningful relationships with current and perspective donors. Manage donor relations throughout the calendar year.
- Strategically identify community members to turn into donors.
- Strategically schedule speaking engagements for RC Founder, CEO, Board Chair to maximize RC's exposure to key segments of the community.
- Manage and growing the donor/ mailing list.
- Plan, coordinate and oversee implementation of Board Member fundraising efforts and solicitations. Facilitate successful Board committees for special events.
- Train Board Members to take active roles in the fundraising efforts of the organization.
- Create and facilitate the Annual Partnership Fund with Board leadership and volunteers.
- Secure Business Sponsorships, growing them annually.
- Develop and foster networking opportunities to increase contributed income.
- Oversee the management and maintenance of Rancho Cielo donor's database eTapestry in partnership with other staff.
- Direct annual donor recognition program. Ensure thank you notes are written, recorded and sent in a timely and accurate manner.
- Oversee creation of newsletter for mass mailing to donor database; mass emails, other.
- Oversee grants, ensuring no deadlines are missed, new opportunities are pursued.
- Oversee fundraising events.

STANDARDS & QUALIFICATIONS

- College degree required

Knowledge of and experience in:

- Potential donors to support Rancho Cielo
- Major Donor Cultivation
- Approach and tactics for running annual campaigns and in obtaining major gifts from corporations, foundations and individuals.
- Supervisory, strategic planning and project planning experience.
- Research tools to find new sources of funds
- Using excel spreadsheets to illuminate and display information

Ability to:

- Have fun; Have a sense of humor; Work as part of a tightly-knit team
- Get along with a wide range of personalities
- Able to switch contexts with frequent interruptions; Be flexible and nimble to respond to short-term requests
- Plan, organize, direct, and coordinate fundraising efforts
- Formulate, implement, and evaluate annual campaign
- Analyze complex information
- Write compelling material for newsletters and other media
- Write and prepare reports, online funding requests and correspondence to meet required deadlines; extensive use of Microsoft Word
- Work collaboratively with a team in order to achieve fundraising goals
- Train Board to participate in fundraising events
- Participate in adequate training to stay current in the field
- Make sound independent decisions when circumstances warrant such action; represent Rancho Cielo at public events.
- Establish and maintain cooperative working relationships with all partners and colleagues
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective working relationships with those contacted in the performance of required duties

Training and experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree from four-year College or university in Business, Marketing, Communications or Social Sciences and at least 3 years of nonprofit fundraising experience required; sales management another typical career experience.

Possession of:

A valid and appropriate California Driver's license, including a safe driving record.