



*Job Title:* **annual giving manager**  
*Department:* Foundation  
*Reports to:* director of strategic communications  
*FLSA Status:* exempt; full-time  
*Location:* Columbus, Ohio or remote

Apply Link: <http://bit.ly/EORecruitment>  
Application Deadline: July 31, 2022

***Job Summary:***

The Annual Giving Manager's primary responsibility is the strategic execution and management of a comprehensive annual giving program in support of Anchoring the Future: The Campaign for Delta Gamma. The Manager must have a keen appreciation of annual giving as the enabling component of successful major and gift planning programs and is expected to be a strong collaborator and team player. The manager will effectively and professionally communicate with volunteers, alumnae and donors and maintain a high level of confidentiality as it pertains to knowledge about our alumnae and donor base.

***Essential Functions:***

- Develop targeted strategies that focus on donor acquisition and renewal through a comprehensive fundraising program for mid-level unrestricted giving while promoting restricted giving through market segmentation.
- Consult with outside vendors to assure high-quality publications and direct-mail solicitations and coordinate internally with communications staff to create related digital solicitation assets.
- Provide donor lists and reports as requested for mailing lists, Annual Impact Reports, targeted solicitations, electronic communications, and other fundraising activities.
- Maintain accurate records and provide quarterly and annual reporting and analysis of Annual Fund contributions by constituency, donor type, method of solicitation, and gift levels. In consultation with the director of strategic communications, manage continuous review and modification of existing programs to assure proper segmentation and solicitations
- Work closely with Donor Relations team on a seamless stewardship experience for all donors and collaborate on lifetime and annual giving societies.

***Additional Responsibilities:***

- Stay current on direct mail and annual giving strategies and trends
- Serve as the Foundation representative on Delta Gamma working groups, as needed

- Additional responsibilities and projects as determined by the Foundation Executive Director
- Occasional travel and evening and weekend work but offers a flexible schedule including remote work as agreed upon with the director.

***Qualifications:***

- Demonstrated commitment to creating inclusive environments where belonging is valued.
- Bachelor's degree and minimum 2-3 years of experience managing annual giving appeals and campaigns, both direct mail and digital; working in an alumni/donor/customer database; experience in data gathering, reporting, analytics or equivalent.
- Fluency in MS Office familiarity with Adobe Suite
- Must be highly motivated, collaborative, self-directed and have excellent attention to detail
- Exceptional interpersonal skills, including the ability to form personal relationships and to communicate effectively, delivering exceptional customer service to a variety of stakeholders (i.e. donors, alumnae and volunteers), both verbally and in writing
- Ability to become proficient in the use of Delta Gamma's CRM database and be able to work in a fast-paced environment.

07/2022