

Job Title: Annual Giving Manager

Reports to: Vice President of Development

Department: Development

Classification: Exempt

Job Summary

Overall responsibility of the Museum's fundraising from individuals, focusing on (but not limited to) the range of \$1,000 to \$25,000, and the coordination and planning of the departments events. Responsible for growing relationships with individual donors and prospects, and the process of moving donors up to higher levels of giving. This position reports to the Vice President of Development, and will coordinate with other development staff members to achieve department goals.

Job Responsibilities

- Recruit and renew donors to the Museum's Lamplighter Program (\$1,000 to \$25,000) and help develop them into major donors (greater than \$25,000).
- Lead the refinement of the Lamplighter Program benefit structure and the implementation and operations of the approved changed program as well as manage its daily functioning once implemented.
- Coordinate annual giving campaigns (e.g., solicitations, direct mail, telephone, email and on-site meetings).
- Analyze data and monitors new, renewed and retained donor performance to create strategies for increasing patron loyalty.
- Identify, solicit and steward prospects and donors in coordination with the Campaign Manager and the Vice President of Development.
- Work with Development Manager to ensure that all gifts are entered into the donor management system and that donors are appropriately acknowledged in direct means through letters, as well as publicly in newsletters and other publications; ensure that donor privacy and confidentiality is respected according to the donor's wishes.
- Ensure donor cultivation and stewardship in cooperation with all members of the Department, and the Museum President and Board Members as appropriate.
- Meet with prospective and current funders as needed and requested.
- Work collaboratively with the Membership Manager (whose program targets donors of less than \$1,000).
- With help of the Vice president and other members of the department, manage all planning aspects of donor events and any approved fundraising events.
- Work with Board Members to cultivate and solicit donors, and provide formal reports as needed.
- Other duties as assigned.

Supervisory Responsibilities: None

Interaction: Other staff, Board members, supervisory personnel, donors, guests, community members, volunteers.

Qualifications

Education and Experience: Five or more years in fundraising with focus on annual giving required. Bachelor degree required. CFRE designation preferred. Experience working with Board Members required. Must be proficient in basic Microsoft Office products, including Word and Excel, and have a basic knowledge of donor database software.

Language and Communication: This position requires a self-motivated, organized individual with superior communications skills and great attention to details. Must have ability to write persuasively and positively motivate and influence potential donors. Ability to maintain client confidentiality and privacy required. This position requires a team-oriented, collaborative individual with warm, professional interpersonal skills and ability to work effectively with wide range of staff.

Certificates, Licenses and Registrations: Valid Texas driver's license required and proof of auto liability insurance.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently required to sit, stand, stop, lift, reach, kneel and walk. Walking is predominant physical activity throughout the day. Occasionally required to lift/carry items weighing up to 25 lbs. Must be able to drive day and night.

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