

**The Arc of Atlantic County
Job Description**

Annual Giving and Special Events Manager

Department: Development
Reports To: Director of Philanthropy
Hours: 40 hours, and as needed
Category: Professional Staff, exempt

Qualifications:

Education/Experience: Bachelor's Degree in a related field, plus at least 3 years of experience in fundraising, preferably in annual giving. Must have strong experience and documented success in corporate and foundation relations, grant preparation, grant management/reporting, fundraising and volunteer management.

Communication Skills: Must be able to respectfully communicate well in English, both verbally and in writing with donors, other agencies/companies, vendors, consumers, all levels of staff, family members and other persons in the community. Must have excellent oral and written communication skills.

Judgment/Initiative: Must be able to use good judgment in dealing with grant management, fundraising and volunteer management issues. Must work well independently and maintain a good working relationship with supervisor.

Other:

- Excellent computer literacy
- Experience with fund raising computer software, preferably Gift Works
- Proactive and creative problem solver
- Well organized and detail oriented
- Valid New Jersey drivers license.

Working Conditions/Hazards: Portions of work such as computer work, proofreading, or data entry may involve some eyestrain and require manual dexterity. Normal physical demands of office work include considerable sitting, some standing, walking and stooping. Usually work is performed in a well-lighted, air-conditioned enclosed office area. Travel may be involved in agency car or personal vehicle, usually in the South Jersey area. Preparation for fundraising events may require lifting, bending, stooping, kneeling and walking.

Essential Functions: Raising permanently restricted, temporarily restricted and unrestricted annual gifts via annual appeals, mission partner program, giving clubs, online giving, corporate matching gifts, grants and tributes/memorial gifts.

Job Duties

Annual Campaign

1. Identification, cultivation, solicitation (via personal meetings, phone, direct mail, telemarketing, electronic mail, etc.) of prospects capable of making annual gifts of up to \$1,000.
2. Expansion and cultivation of The Arc's annual donor base; especially among families of consumers, Atlantic County Residents, area businesses, corporations and foundations.
3. Lead person for raising major sponsorship, underwriting and ad journal support for the Annual MonArc Awards Dinner Annual Golf for Good Tournament, and Step Up for The Arc Walk. Responsible for reaching or exceeding each event goal. This will be accomplished by:
 - a. Identification of appropriate prospects for participation as sponsors, underwriters, journal ad takers, event attendees, and contest/auction participants sufficient to reach each individual revenue goal.
 - b. Personal solicitation of sponsors & underwriters
 - c. Works with The Arc's CEO and Director of Philanthropy to incorporate major gift cultivation into event strategies.
 - d. Tracking and motivating staff, teams and volunteers in their assigned event fund raising responsibilities.
 - e. Works with P.R. Coordinator to develop all written and print solicitation and donor recognition materials for events.
 - f. Evaluates financial data to determine progress and actions needed.
4. Recognition and stewardship of annual giving donors and giving society members.
5. Involve annual giving donors in the life of the The Arc via volunteer work and board involvement.
6. Maintain appropriate professional affiliations which promote professional growth.
7. Track trends in annual giving to streamline activities and maximize effectiveness of projects.
8. Educate and train development staff and volunteers to assist in implementation of annual giving and special events programs.

Major Gifts, Planned Gifts & Campaign Gifts

1. Will work with annual donor base with goal of incrementally increasing giving to the point where donors can be upgraded to major gifts prospects.
2. Annual Giving Manager will meet with the Director of Philanthropy periodically to determine which annual giving prospects are ready for major gifts solicitation. Also prospects who have indicated their interest in making a planned gift or those who might be good planned giving prospects will be identified and referred.

Job Duties cont.

- 3. During any board approved campaign, the AG Manager will be directly involved with cultivation and solicitation of campaign gifts \$5,000 and less.
- 4. Preparation of more complicated corporate and foundation grant proposals and grant management and reporting as required for grants received.

General

- 1. Cooperate in any/all investigations by any state entity, The Arc or police organization.
- 2. Form and maintain positive professional relationships with other employees
- 3. Perform all other duties as assigned by supervisor

Note: This job description and specifications are not intended, and should not be construed, to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the Annual Giving and Special Events Manager within The Arc of Atlantic County’s operation.

My signature below indicates that I have read, understand, and agree to assume all responsibilities of the Annual Giving and Special Events Manager.

Signature

Date

Supervisor Signature

Date