



JOB DESCRIPTION

Job Title	Manager, Annual Fund
Department	University Relationships and Advancement
Appointed by	Assoc. V.P. of Relationships and Advancement
Reports To	Assoc. V.P. of Relationships and Advancement
Positions Supervised	N/A
Employment Class	Exempt, Benefits Eligible
EEO Class	2 - Professional
Authorized Driver	Yes

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Annual Fund Manager has the primary responsibility of attracting, engaging and retaining annual supporters for the University's general operations, and will play a key role in strategically designing, implementing and effectively executing a mid-level (\$1K - \$9,999) and mass (less than \$1K) level donor program based on a constituency related and moves management model.

Essential Job Functions

- Responsible for all aspects of the mid-level and mass donor program with annual fundraising goals totaling more than \$2.0 million.
- Manage a mass donor direct mail program for current, lapsed, and acquisition donors with external vendors for execution and caging.
- Manage the USML employee/faculty giving program
- Collaborate with the Marketing/Communications department on National Philanthropy Day and Giving Tuesday appeals.
- With the Assoc. V.P. of Relationships and Advancement, develop, maintain and grow a mid-level donor program to include appropriate giving club levels and associated benefits.
- As part of the UA team, participate in donor evaluations to transition donors between program levels within the fundraising model.
- Develop, manage and grow a monthly giving program.
- Work with URA team members to update acknowledgement letters to be timely and educational to donors.
- Per URA office protocols, update relationships and information within donor database.
- Assist and provide and review content for stewardship program.
- Develop and maintain Annual fund budget.



Ancillary Job Functions

- Takes initiative to improve both processes and outcomes, incorporating best practices, and innovations in this professional field.
- Ensures compliance with all university policies and standards.
- Compellingly communicates to other team members the critical role they play in achieving the university's mission and strategic goals.
- Facilitates organizational change initiatives; leads and supports staff in adapting to a rapidly changing technology environment.
- Facilitates development and achievement of professional and personal goals, for self and staff.
- Models our values of service, innovation, and teamwork. Holds others accountable for living these values.
- Fosters a challenging and compassionate work environment, recognizing strong performance, and listening and acting on feedback
- Availability to work occasional nights and weekends for special events.
- Other duties as assigned

Education and Experience – An equivalent combination of education, training and experience will be considered.

- BA/BS from an accredited University or College in a related field.
- 3-5 years annual fund, alumni or general fundraising experience, University experience a plus.
- Raiser's Edge experience preferred.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Knowledge of and respect for the teachings and hierarchy of the Catholic Church
- Knowledge of moves management fundraising models
- Experience with constituency based direct mail programs
- Understanding of fundraising and advancement strategies
- Ability to work independently and part of a team.
- Experience with MS Office products including Word, Excel and Outlook
- Has a positive attitude, not easily discouraged, open to alternative views, accepting of coaching/peer input, and copes well even under pressure.
- Is skilled in the art of anticipating the needs of others as well as clients, acts upon those needs appropriately, and helps remove barriers to excellent customer service.
- Ability to prioritize work and meet deadlines; works quickly without sacrificing quality.
- Is visible with a positive presence, ethical, and highly professional.
- Can troubleshoot all job processes, manage timelines and inventory needs, anticipate issues, and effectively multitask.
- Trusted to meet deadlines, produce accurate work consistently, and follow through all tasks to completion.
- Can work in a coordinated effort with other members of the team to achieve overreaching goals.



Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions, university conditions. Exposed to moderate noise levels.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Physically able to perform the duties as assigned including the ability to lift to 30 pounds occasionally,
- Ability to stand, sit, or walk for extended periods of time,
- Ability to routinely ascend two to four sets of steps multiple times during the day.