

Memorial Park Conservancy Annual Giving Specialist

Reporting Relationship: Director of Development

Overview: Memorial Park Conservancy is seeking an energetic team player and highly motivated self-starter to coordinate the Conservancy's annual giving program. The Annual Giving Specialist helps generate revenue through leading annual giving campaigns, grant and foundation proposal writing and reporting, and supporting fundraising events and donor communication as needed. This role supports other development team functions, such as prospect research and donor stewardship.

Duties and Responsibilities:

- Work with the Director of Development to coordinate and plan all aspects of Memorial Park Conservancy's annual giving campaigns, including the design, creation, and production of print and digital collateral.
- Oversees annual giving mail campaigns including material development, list development, and coordinating with printer/mail house.
- Monitors all revenue and expenses for annual giving efforts to ensure adherence to the budget.
- Contributes to the development of donor communications, including fundraising campaigns and operational fundraising collateral.
- Oversees annual grants and foundation program, writing and developing operations case for support along with researching new funding opportunities. In conjunction with the Development team, prepares documents required for yearly operating grant proposals, customizing each proposal in accordance to organization's guidelines, and ensuring timely submission, stewardship, and reporting.
- Track actions and opportunities in Raisers Edge.
- Keeps abreast of and informs annual giving donors of Memorial Park Conservancy's activities and programs designed to fulfill its mission by email, phone, or letter; regularly offers donors the opportunity to participate with Memorial Park Conservancy through cultivation, programmed, or fundraising events.
- Supports cultivation and fundraising events as needed, including State of the Park, Golf Tournament, Picnic for the Park gala, and Urban Wild's Glow in the Glades.
- In coordination with Development team, researches and assists with cultivation strategy to advance donors along giving pipeline.
- Performs prospect research and analysis, identifying prospective donors and supporting strategy for pipeline cultivation.
- Track and record prospects and status in the Raisers Edge system
- Manage and compile Conservancy digital and printed mailing lists.
- Works with Director of Development to ensure proper donor recognition and stewardship of annual giving donors between (\$250 – \$999).
- Provide vision, energy and passion for Conservancy's mission, values and integrity in all aspects of the job.

Qualifications:

- Good understanding of private philanthropy as it relates to not-for-profit organizations.
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board /committee members, donors, future supporters, and volunteers.
- Bachelor's degree; minimum 2 years+ experience in nonprofit fundraising
- Highly organized, creative, ability to prioritize, strong interpersonal skills, excellent verbal and written communication skills, attention to detail and aesthetics.
- Ability to occasionally work evenings or weekends.

- Excellent verbal and written communication skills, with attention to detail and aesthetics.
- Experience with donor software, preferably Raisers Edge; Microsoft Office fluency.
- Understands and affirms the mission of Memorial Park Conservancy.

Compensation: This is a salary exempt role with a range of \$40,000 – \$45,000. Benefits include full medical, dental, and vision, paid time off, short and long -term disability, and 401K retirement plan.

To Apply: Please send resume, cover letter, two writing samples, and two references to careers@memorialparkconservancy.org No telephone calls please.

Memorial Park Conservancy is an equal opportunity employer