

# The Brookwood Community

Job Title: Annual Giving Manager  
Department: Advancement  
Reports to: Chief Advancement Officer  
FLSA Status: Exempt  
Salary Range: \$55,000-60,000 Annually

## **SUMMARY:**

Supports and implements activities that secure funding through peer-to-peer platforms, direct mail, personal solicitations, grants and other methods of solicitation. Plans cultivation and stewardship events; works closely with volunteer coordinator to ensure a vibrant volunteer experience to promote the mission of The Brookwood Community to diverse audiences.

## **KEY RESPONSIBILITIES:**

### Annual Fall Fundraiser (I Believe in Brookwood)

Develops and executes a solicitation plan for the annual “peer-to-peer” fundraising program that typically raises over \$1,000,000 annually for Brookwood. Develop event theme; recruit, train and assist volunteer fundraisers; set up and maintain the online fundraising platform; plan and implement logistics and communication collateral; solicit gift-in-kind donations from vendors; solicit and steward donors; plan & facilitate logistics for awards program; and plan and coordinate celebration event at the end of the fundraising program in the spring.

### Scholarship Fund

Plan and execute a solicitation plan for Citizen scholarship/financial assistance fund through direct mail, email, social media and personal solicitation. Working closely with Brookwood leadership, plan and implement donor cultivation and stewardship events such as donor tours, lunches, dinners.

### Wish List

Work with departments to identify “wish lists” and items currently purchased by Brookwood that could potentially be donated; upload these items to the Amazon and Walmart online registries. Assist in communicating these items via emails and social media, and to corporate and others to purchase of these items.

### Volunteers and Corporate Relations

Oversee the stewardship of the volunteer base; engage with corporate partners, community groups, churches and other organizations to promote a vibrant volunteer experience and ensure strong relationships with diverse audiences.

### Cultivation and Stewardship

Cultivate and steward a portfolio of key donors. Working closely with Brookwood leadership, plan and implement donor cultivation and stewardship events such as Visionary Society luncheon; donor tours, lunches, dinners.

### General duties

Assist Chief Advancement Officer with identifying prospects and developing solicitation and stewardship strategies. Prepare materials and reports as needed for Board meetings; assist update donor actions in Raisers Edge; order and stock inventory of supplies for events.

**Service Through Core Values:**

The Annual Giving Manager will honor God by serving the Citizens of Brookwood and their families, the Advancement Team and Brookwood Community Team Members, Brookwood supporters and volunteers, and everyone associated with Brookwood in the spirit of the mission's Core Values: depending upon and sharing God's GRACE with all humility; looking for OPPORTUNITIES to benefit and enhance the lives of others; acknowledging the DIGNITY of each person and their unique giftedness; showing RESPECT for all through actions of goodwill and generosity; practicing INTERDEPENDENCE to solidify the strength and success of the community; committing to CONTINUAL IMPROVEMENT to cultivate maximum input and outcomes; and engaging with everyone HONESTLY and with all due diligence.

**Competencies:**

- Experience with making solicitations for in-kind donations and direct financial support
- Knowledgeable of technology for online/peer-to-peer fundraising process
- Knowledgeable of event management such as preparing timelines and scripts; negotiating and securing contracts for catering, audio/visual, graphic design, printing and venue
- Experience using a donor database management system (Raiser's Edge preferred)
- Ability to work well with volunteers, initiate and grow internal and external relationships, and develop mutually beneficial partnerships
- Ability to organize and execute multiple tasks, meet deadlines and attain goals
- Possess strong written and oral communication, ability to persuade and inspire through communication
- Ability to work well in a high-energy work environment with a variety of staff and stakeholders
- Maintain composure during high-stress situations

**Qualifications:**

- Bachelor's degree preferred
- At least 5 years of experience in fundraising, volunteer coordination and/or special event planning required
- Strong computer skills, including technology for online/peer-to-peer fundraising; Raisers Edge or other donor database software; knowledge of Microsoft Office products
- Reliable transportation

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of variables in situations where only limited information or experience exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:**

The physical demands are those of a routine office environment including sitting and working at a computer terminal for long periods of time and ability to lift 20+ pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The characteristics of the work environment include multi-deadlines, while remaining flexible in order to adjust to the changing schedules and time constraints of a high-energy atmosphere. Typical work hours are Monday – Friday, 8:30 a.m. – 5:00 p.m. with some evenings and weekends as needed for events.

To apply for this position, please email your resume and cover letter to [careers@brookwoodcommunity.org](mailto:careers@brookwoodcommunity.org).