

THE BROOKWOOD COMMUNITY

Job Title: Annual Giving Manager
Department: Advancement
Reports to: Chief Advancement Officer
FLSA Status: Exempt

SUMMARY:

Plans and implements activities to secure funding to meet annual operating support and scholarship goals through peer-to-peer platforms, direct mail, personal solicitations, grants, and other methods of solicitation. Key liaison to Young Professionals Group to increase and engage their members. Plans and implements cultivation and stewardship activities; works closely with individuals, corporate and organizational donors to support the mission of The Brookwood Community.

KEY RESPONSIBILITIES:

Annual Fundraising Program (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 through direct mail, email, social media and personal solicitation. Develop timeline; recruit, train and assist volunteer fundraisers; set up and maintain the online fundraising platform; plan and implement logistics and communication collateral. Cultivate and steward a portfolio of key annual donors; solicit third-party contributions and gift-in-kind donations; identify, recruit, solicit and steward corporate and organization donors to partner with Citizen teams; plan and coordinate awards program and celebration event at the end of the fundraising program.

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 to increase awareness of scholarships.

Wish List

Work with departments to identify items that could be donated and upload items to the Amazon and Walmart online registries, and communicate these items via newsletter, emails and social media, and in-person to individuals, corporate and organization donors to purchase or make donation toward the purchase of these items.

Young Professionals Group

Serve as the primary liaison to the Brookwood Young Professionals Group to assist with planning and executing activities to increase engagement, grow the membership, and promote volunteer and fundraising opportunities.

Stewardship

Develop and facilitate a stewardship plan for individual, corporate and organization donors, such as annual poinsettia deliveries to donors; Citizen cards; Valentine's card mailing; and other stewardship activities. Working closely with events manager, plan and facilitate donor cultivation and stewardship activities such as third-party events, Visionary Society luncheon, Family Day, tours, lunches, dinners.

General duties

Assist 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.

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:

- Knowledgeable of technology for online/peer-to-peer fundraising process
- Experience with working with individual, corporate and organization donors and making solicitations for financial support and in-kind donations
- 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 four years of experience in annual fund or direct peer-to-peer fundraising with individuals, corporate and organization donors or fundraising event management
- 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 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.

Location:

The Brookwood Community is located at 1752 FM 1489, Brookshire, Texas.

Information:

For more information or to apply, please visit: www.brookwoodcommunity.org/careers/ or email Careers@Brookwoodcommunity.org