



Annual Campaign Manager Donor Development Specialist

Job Summary

The Annual Campaign Manager (ACM) assists the Chief Development Officer (CDO) and the fundraising team through direct mail campaigns, management of the CRM donor database and the building and maintaining of donor relations in all geographic areas served by Pathways. The ACM creates donor communications, campaigns and donor stewardship activities. The ACM also conducts donor research and assists with solicitation, cultivation, and stewardship of donors and supporters.

Responsibilities

Essential Duties

- Develop, coordinate, and execute statewide campaigns and appeals.
- Development and implement strategic plan to engage donors throughout the areas Pathways serves.
- Maintain and regularly 'screen and clean' CRM. Manage database, record gifts and distribute tax credit information for contributions. Work with the CFO to ensure accurate gift coding in financial records.
- Partner with CDO to engage donors in touch points such as emails, notes, phone calls etc.
- Generate and send daily gift acknowledgments within 48 hours of receipt. Notify the CDO or CEO when gifts are received that require their action.
- Provide reports to track fundraising progress.

General

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers.
- Adheres to all current federal and state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential protected health information and compliance with the Health Insurance Portability & Accountability Act (HIPAA).
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees; identifies culturally relevant issues and implements communications in a manner appropriate to them.
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline and document the incident within 24 hours (1-800-252-5400).
- Participates actively in agency quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning.
- Ensures all electronic records are maintained and current.
- Attends department/agency meetings.
- Attends trainings related to the responsibilities of the position and annual training.
- Completes other duties as assigned.

| | |
|--------------------------|------------------------------|
| Supervisor: | Chief Development Officer. |
| Supervises: | N/A. |
| Work Environment: | Remote, hybrid or in office. |
| Work Hours: | 9-5 with some flexibility. |
| Classification: | Exempt. |
| Compensation: | \$75,000-85,000, DOE. |

Education & Experience

- Bachelor's degree in Communications, Public Relations, related field, or equivalent work experience.
- Minimum of five years of writing, communications, public relations, and/or development.
- CRM experience required.
- Experience working in a non-profit or social services area preferred.

Knowledge, Skills, & Abilities

- Experience and knowledge in copywriting, proofreading, and editing is required.
- Previous experience maintaining all aspects of CRM database.
- Proven experience in development, communications, and marketing.
- Demonstrated organizational skills to prioritize and manage multiple projects and complete tasks with a high degree of accuracy and timeliness.
- Strong interpersonal communication skills to establish and maintain cooperative working relationships and interact diplomatically and effectively with donors, volunteers, staff, and the executive team.
- Experience in web content production and design preferred.
- Excellent communication, interpersonal, and presentation skills.
- Outstanding organizational, time management and planning abilities.

Additional Requirements

- Proof of valid Texas Driver's License (Type C).
- Access to reliable transportation.
- Proof of valid/current auto insurance.
- Cleared motor vehicle driving record.
- Three employment references.
- Cleared criminal background check and signed statement regarding felony indictments/convictions.
- Cleared TB test results (current within 12 months prior to employment).
- Cleared pre-employment drug test.
- Working cellular telephone.

Physical and Mental Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to analyze and interpret data and write meaningful, concise reports. Ability to meet deadlines. Ability to efficiently problem solve, professionally interact with a variety of people and remain calm in stressful situations.

Disclosure Statement

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Pathways is an equal opportunity employer and does not discriminate on the basis of race, color, , religion, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability status, genetic information, protected veteran status, or any other characteristic protected by state or federal law. Pathways is committed to a diverse and inclusive working environment and to providing an environment free of abuse, neglect, harassment or exploitation for employees and for children, youth and families we serve.

Application Process

Qualified applicants please send the following to MGuthrie@pathway.org:
Cover Letter, Resume and 3 writing samples.