



## **Annual Fund and Event Manager Job Description**

### **Job Overview:**

The newly offered Annual Fund and Event Manager position presents an opportunity to build important aspects of the Senior Connections philanthropy program and to grow a stronger donor, volunteer, and communication base, all of which are greatly needed to sustain and expand our mission as a trusted resource for older adults, caregivers, and people with disabilities in our region. The person in this role will work in collaboration with the overall philanthropy team and manage the fund development efforts to ensure that Senior Connections fundraising goals are achieved.

### **Supervision:**

The Annual Fund and Event Manager reports to the Executive Director.

### **Duties/Responsibilities:**

- Manages the overall philanthropy effort to assure that all aspects identified in the Philanthropy Plan are completed in a timely and effective manner.
- Collaborates with all members of the philanthropy team, which includes the Executive Director, Executive Assistant, Director of Communications and Outreach, Director of Finance, contract Grant Writer, and other consultants.
- Makes annual modifications to the Philanthropy Plan based on results and data, striving to continuously improve the fund development program.
- Effectively utilizes DonorPerfect (donor and gift database) in support of donor management, appeals, communication, events, and growth.
- Provides timely and accurate reports to the Executive Director, Board of Directors, and supporters.
- Manages fundraising events, primarily the annual luncheon which attracts several hundred attendees, sponsors at various levels, and is an important fundraising program component.
- Collaborates with the Executive Director to determine appropriate donor assignments. Builds relationships with donors to inspire engagement and support.
- Oversees an effective donor stewardship program that engages Board Members, key team members, and volunteers.
- Actively encourages and supports a Culture of Philanthropy at Senior Connections.
- Coordinates with program managers and others for specific appeals and impact reporting.
- Actively supports the goals of Senior Connections overall by executing additional duties and responsibilities as assigned.



***Knowledge, Skills, and Abilities:***

- Proven history of effectively managing an Annual Fund or other core fund development responsibility.
- Ability to build and sustain lasting relationships in a donor-centric manner.
- Strong interpersonal, verbal, and written communication skills with the ability to engage, inspire and educate.
- Commitment to learning and growing as a philanthropy professional and within the aging services field.
- Commitment to the guiding ethical principles within the fundraising profession.
- General computer knowledge and understanding of data security principles and best practices that protect both donor and client confidentiality.

***Education and Experience:***

A bachelor's degree and two-to-three years of fund development/philanthropy experience are required along with excellent writing and oral communication skills. Experience interacting with diverse populations is necessary.

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

***Salary:***

The salary range for this position is \$58,000-\$70,000.

**Senior Connections prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

***Acknowledgement:***

I have read my job description and understand the principal accountabilities of the position. I certify that I have the ability to perform the essential functions of this position either with or without reasonable accommodation. Also, I understand that it is my responsibility to inform my direct manager/supervisor if I am no longer capable of performing the stated duties and that I need to request accommodations under the ADA.

---

Employee Signature

Date



---

Supervisor/Manager/Director Signature

Date