

## Annual Giving and Events Manager

Are you are a successful fundraiser looking to advance your skills to the next level? If you're ready to welcome a new career challenge, then your next great opportunity is with Isles!

Unlike conventional responses to urban problems (i.e., single-service programs for housing, the environment, education, or health) Isles performs a range of activities that recognize the interdependence of physical, economic, health, and social development strategies to address the problems of distressed communities. Isles' approach is unique because it addresses critical, immediate needs with an eye towards the long-term impact; combines the best of locally based, community development with broader regionally minded strategies; and promotes self-reliance over service.

Working with individuals and organizations, the Annual Giving and Events Manager is responsible for securing financial and in-kind donations, executing major fundraising events, and working to increase community and corporate support by implementing methods for donor cultivation. This work includes articulating Isles services, mission and vision to donors and potential donors; engaging individuals and businesses through volunteer and in-kind support activities; recognizing community partners, donors and volunteers; and collaborating with businesses to extend Isles' reach in the community.

In addition, the Annual Giving and Events Manager will assist the Director of Development and other Development Staff in developing the overall strategy for Isles' fundraising efforts; implementing annual fundraising plans; building and maintaining relationships with funders; providing support for campaigns and major gifts program; and implementing donor related events.

### **Primary Job Functions**

The successful candidate will have the knowledge, skills and/or abilities to perform the following duties:

- Plan and execute all signature fundraising and donor related events
- Implement donor engagement events such as fireside chats and Isles tours
- Conduct sponsorship negotiations and ensure sponsor benefit delivery
- Recruit, orient, train and manage event volunteers
- Work with outside vendors and Isles staff to create branding and marketing materials
- Build relationships with potential event sponsors including businesses and individuals
- Represent Isles in relevant community and professional events to reach a broader audience of potential volunteers and donors
- Communicate extensively with donors through personal interaction, letters, thank you notes, emails and phone calls, and develop new opportunities as appropriate
- Actively use a computerized donor tracking system to ensure good decision making
- Manage relationships with prospective donors and identify, qualify, cultivate, solicit, and steward these donors
- Effectively use donor database to monitor prospects ensuring constructive donor relations
- Assist in the design of donor ask strategies; help coordinate implementation and take lead as appropriate
- Collaborate with team, colleagues and other supporters to explore and leverage their networks
- Draft written materials related to fundraising for senior management as needed, including fundraising letters, strategic reports, etc.

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### Qualities of an Ideal Candidate

- Bachelor's Degree
- Two or more years of successful experience in fundraising and event planning
- Experience managing an effective donor related database; Sales Force preferred
- Proven experience utilizing donor related data to effectuate positive decision making
- Desire to take personal responsibility for the success of fundraising initiatives
- Excellent written and verbal communication skills—ability to tell the story of our work and make it compelling
- Strong management skills and organizational savvy
- Excellent interpersonal skills and the ability to interact with a broad range of people both within and outside the organization
- Knowledge of national and local foundations
- Creative thinking and problem-solving skills; the ability to see relationships between Isles mission/service plans and funder objectives
- Strong computing skills including Word, Excel, Outlook, and database software
- Ability to prioritize and manage multiple, simultaneous projects
- Strong personal commitment to the organization's mission
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Demonstrated record of completing assignments on time and with objectives met

**Interested candidates should submit cover letter, resume and writing sample to [hr@isles.org](mailto:hr@isles.org)**