****POSITION TITLE

*Annual Fund Coordinator*

REPORTS TO

*Assistant Executive Director of Development and Engagement*

POSITION SUMMARY

The Annual Fund Coordinator is responsible for engaging alumni, staff, friends, and other constituents in building and maintaining a broad and growing base of annual support for The Ability Experience. This position manages a comprehensive suite of outreach efforts including direct appeals for unrestricted annual support. S/he will communicate across all constituencies including core messaging, segmentation strategies, and the use of multiple platforms for the delivery of these appeals through phone, direct mail, e-solicitation, and social media. The director will focus on donor retention and a three-year acquisition plan to renew lapsed donors, acquire first-time donors using a targeted methodologies and upgrade existing donors to higher gift levels.

DUTIES & RESPONSIBILITIES

*Annual Giving Program*

* Develops and implements a plan for all annual giving programs including but not limited to Annual Appeal and 77 Society Sustained Giving program through direct mail and digital media
* Conducts regular outreach communication for renewal and upgrade of sustained and annual giving
* Performs evaluations of programs and makes recommendations for necessary course corrections to achieve fundraising goals.
* Works with development officers to coordinate annual fund efforts to make recommendations for movement of annual donors to leadership giving
* Coordinates with the Communications Team on the writing, design, and printing of all annual fund communications, collateral materials and other communications materials, digital and print

*Donor Relations & Stewardship*

* Design and implement enhanced donor stewardship and recognition program, including leadership giving societies, donor listings, and recognition
* Coordinates stewardship communications between board/senior-level staff and the organization’s supporters
* Contribute to the production of the annual report of giving, including the preparation and audit of annual fund donor listings, donor spotlights, and impact stories

*Other Duties*

* Manages gift entry in coordination with the Accounting Team and / or manages staff charged with gift entry
* As a member of the Development Team, this position is responsible for a variety of tasks that will arise through the year. It is expected that every member of the Development Team will make him/herself available to complete tasks as needed, always with a donor-centered approach.

REQUIRED QUALIFICATIONS

* Minimum 3 years of development/fundraising
* Analytical, well-organized and a strong critical thinker
* Ability to work independently and in a highly collaborative team environment
* Proficiency in database software, specifically data entry.
* Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with individuals of various social, cultural, economic, and educational backgrounds
* Strong understanding and usage of Microsoft Office products
* Attention to detail, specific to transcribing information
* Ability to multi-task and manage multiple priorities at once

PREFERRED QUALIFICATIONS

* Digital marketing expertise
* Work experience in donor development and/or alumni engagement
* Prospect research experience, specific familiarity with wealth screens

BENEFITS

The Annual Fund Coordinator will receive a salary commensurate with experience. Additionally, The Ability Experience offers a competitive benefits package, including group health, dental, and disability coverage; annual flexible spending plan; 401(k) plan availability; annual, sick, and holiday leave; and professional development funds.