



Position Description

Manager of Annual Giving

Eager to make an impact in your community? Want to affect great change for future generations? Join the Daniel Murphy Scholarship Fund team as the Manager of Annual Giving and be an integral member of the development team helping raise \$4.7M annually to benefit scholarships and programming for deserving high school students in Chicago.

DMSF is Chicago's largest high school scholarship organization serving high potential students from under resourced communities. DMSF provides financial and programmatic support to Scholars to attend and excel at top tier high schools in the Chicago area and at boarding schools around the country.

POSITION OVERVIEW

The Manager of Annual Giving is responsible for developing and overseeing relationships with existing donors and new prospects, focusing on securing individual gifts of \$500+ and increasing corporate giving in support of DMSF's strategic development objectives. This is an opportunity for an experienced relationship manager to take their fundraising experience to the next level as part of the development team working with team members and volunteers to identify, cultivate, and solicit annual gifts in support of DMSF's priorities. This position reports to the Director of Development.

POSITION RESPONSIBILITIES

The central area of responsibility for the Manager of Annual Giving is to manage and grow DMSF's annual giving program through the following:

- Create and implement comprehensive annual fund strategy
- Map donor lifecycle from initial identification through successful solicitation and employ creative development appeals (mailed and digital) to sustain and enhance annual fund
- Manage a portfolio of individual prospects soliciting and closing gifts at all levels beginning at \$500+
- Work with Manager of Special Events & Stewardship to identify and convert event donors (individual & corporate) to annual fund donors
- Research and circulate prospect reports for use by Executive Director, Chief Advancement Officer, Director of Development, and members of the Board
- Professionally and clearly articulate DMSF's vision and funding priorities verbally and in writing to prospects and donors
- Develop and analyze monthly dashboard of fundraising metrics with Director of Development

- Supervise efforts of Development Coordinator to ensure all gift entry, donor records, processing of gifts and acknowledgement of gifts are properly administered
- Ensure proper stewardship and recognition of annual fund donors
- Build on current corporate donors and identify and secure new corporate partnerships

QUALIFICATIONS

DMSF seeks candidates who bring strong sales, communications and relationship management skills, are thoughtful, innovative and flexible, and have the ability to identify opportunities proactively to help increase revenue. Professional experiences and the skill set of top candidates include:

- Bachelor's degree required
- 3-5 years of relationship management and demonstrated success in donor identification, cultivation, and stewardship
- A passion for the mission of DMSF
- Documented success in personally implementing sophisticated, multi-year cultivation strategies that use a moves management approach leading to successful gift closure
- Ability to initiate and build relationships with prospective individual and corporate donors
- Ability to work both independently and collaboratively, with a talent for building strong and productive relationships across constituencies
- Demonstrated success in organizing work, meeting strict deadlines, and setting priorities
- Self-motivation and discipline to regularly set and exceed work goals
- Excellent organizational, interpersonal, and networking skills with individuals and large groups
- Demonstrated analytical and strategic thinking capabilities
- Creative, professional, and entrepreneurial spirit
- Ability to maintain highly sensitive and confidential donor information
- Working knowledge of Microsoft Office Suite and comfortable working in donor database systems (Blackbaud preferred)

SALARY

Commensurate with experience

Interested candidates should submit a cover letter and resume to Shaneka Stanley, DMSF Human Resources, at sstanley@nonprofithr.com