



<b>Job title</b>	<b>Annual Giving Manager</b>
<b>Reports to</b>	<i>Development Director</i>
<b>Status</b>	<i>Full Time, Exempt</i>

#### **Who we are:**

College Bound provides promising students from under-resourced backgrounds with the academic enrichment, social supports and life skills needed to succeed in college and careers. Within a decade, we have grown from an inaugural class of 36 students to over 640 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at: [www.collegeboundstl.org](http://www.collegeboundstl.org).

**The Annual Giving Manager is charged with helping to create a robust, inspiring and engaging donor experience for College Bound’s multi-year individual donors, annual gala (Cap & Gown) guests, and new/lower-level donors. To that end, s/he will execute events, conduct donor/prospect research, and support the Development Director in managing a portfolio of individual donors to yield new, renewed and increased donations to various fundraising initiatives. The Annual Giving Manager is supervised by the Development Director and will work closely with her, the Marketing Contractor and the Senior Manager of Grants & Communications toward individual and team development goals. The ideal candidate is comfortable owning his or her own professional development and operating without extensive training, thrives in a fast-paced environment, is motivated to use and create organizational systems to manage workflow and save time, is a clear and thorough communicator, and possesses an acute attention to detail in all arenas.**

#### **Your responsibilities:**

*Execute College Bound’s Annual Fundraising Gala (Cap & Gown Ball)*

- ▶ Oversee the event’s master calendar, budget and project plan in partnership with the Development Director
- ▶ Lead recruitment and management of event committees
- ▶ Support communications with corporate event and individual table sponsors and individual guests
- ▶ Assist the Development Director in crafting and executing a plan to renew existing and past sponsors while securing new corporate and table sponsors
- ▶ Drive communication and negotiation with event vendors to ensure tight management of details and fidelity to event budget
- ▶ Support execution of event run of show from start to finish, including recruitment and management of event volunteers
- ▶ Help develop, manage and improve upon all processes and procedures related to event execution and success



### *Event Planning, Execution & Stewardship*

- ▶ Manage execution and targeted follow-up for biannual multi-year donor society (Stick with a Student) events; partner with Development Director and event hosts to set and meet fundraising goals tied to these events
- ▶ Plan and manage execution of annual trivia night and other new initiatives to engage corporate and individual donors at the \$25-\$2,500 level
- ▶ Plan and execute College Bound's annual internal United Way campaign
- ▶ In partnership with the Senior Grants and Communications Manager, plan and execute online giving campaigns such as Give STL Day and Giving Tuesday
- ▶ Work with the program team to coordinate student recruitment, orientation, event prep, attendance, follow-up and communications for the Stick with a Student program
- ▶ Collaborate with program team and Development Director to create and send biannual stewardship mailings to multi-year donor society (Stick With A Student)

### *Research & Portfolio Management*

- ▶ In partnership with the Development Director, cultivate and steward a portfolio of multi-year and lower-level individual donors to meet quarterly and annual fundraising, including planning and supporting execution of specific actions with each donor/prospect to close gifts
- ▶ Generate and maintain updated research, portfolio plans, gift/ask information, meeting debriefs and donor/prospect data in College Bound's eTapestry database and server; use eTapestry to generate reports and queries for donor pipeline management
- ▶ Support quarterly and annual progress to goal planning by preparing for and participating in development team strategy meetings and quarterly step-backs
- ▶ Create and maintain a robust portfolio of prospect and donor research, including relationship mapping, in order to build out the pipeline for donors to the multi-year giving society (Stick With A Student), trivia night, Cap & Gown, annual appeal, and other fundraising initiatives
- ▶ Support the Development Director in planning development committee meetings and working with individual committee members
- ▶ Assist the Development Director with strategy and tasks related to the distribution of College Bound's Youth Opportunities Program (YOP) tax credits for individual donors
- ▶ Facilitate one-off stewardship activities for individual donors as needed (such as College Bound office tours, volunteer opportunities, and tailored communication pieces)
- ▶ Help generate ideas to cultivate and steward College Bound's donors
- ▶ Other duties as assigned

### **Skills and experience:**

- ▶ Bachelor's degree required
- ▶ Project management experience required
- ▶ Experience executing highly detailed events required
- ▶ Comfort with operating in a fast-paced environment, owning one's own professional development, and leading without extensive training required
- ▶ Fundraising experience preferred
- ▶ High level organizational skills with strict attention to detail; preference for those who are thrilled and inspired by creating organizational systems
- ▶ Proficiency in Microsoft Excel and Microsoft Office Suite



- ▶ Exceptional writing and communication skills
- ▶ Proficiency in donor management software such as eTapestry, Salesforce or Raiser's Edge preferred

#### **Benefits and working conditions:**

- ▶ Competitive salary & benefits: includes a portion of paid employee health insurance, HRA, dental, short-term disability, 401(k) match, and life insurance. Vision insurance is also available.
- ▶ Flexible working environment
- ▶ Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day.

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Some weekend and evening work is required for event execution.

#### **How to apply:**

Interested candidates must send a cover letter, salary requirements, references and an electronic version of a resume to: [jobs@collegeboundstl.org](mailto:jobs@collegeboundstl.org), subject line: Annual Giving Manager.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.