



Fundraising Manager

JOB SUMMARY

There are several aspects to volunteering with the Fundraising team, including large external projects, internal coordination efforts, grant writing, partnerships, approving and tracking supporter fundraisers, and donor recognition programs. This is in addition to working cross functionally with multiple departments on their own organizational efforts. The Fundraising Manager would have oversight of the team coordinating these efforts, and is responsible for the projects and deliverables.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Develop and organize fundraising campaigns and events
- Create and maintain fundraising strategy across the organization on an annually planned calendar.
- Ensure that the fundraising long term and short term efforts are on strategy and to the benefit of the Organization
- Actively participate in the identification, cultivation, solicitation and management of corporate and patron sponsors through year-round cultivation, in collaboration with the Corporate Relations team.
- Contribute to program development, including Class Act, Kindness Heroes, Ambassadors, and AMOK.
- Maintaining and administrating the Donor Recognition programs, including internally for staff, supporters, and major donors.
- Review and approve documentation submitted for fundraisers by supporters
- Track and evaluate the success of supporter and organizational fundraisers
- Communicate with supporters wanting to do fundraisers
- Compile monthly reports of supporter fundraisers for the Leadership Team
- Attend any required staff and departmental meetings

DESIRED QUALIFICATIONS AND SKILLS

- At least 5 years of fundraising experience
- Proven ability to successfully fundraise for an organization
- Knowledge of fundraising, donor and public relations principles, concepts, procedures and techniques, including identification, cultivation, and solicitation strategies
- Solid knowledge of applicable laws, rules, regulations, policies, etc. as related to fundraising
- Demonstrated leadership and management skills, including skills to coach, mentor, evaluate and motivate staff
- Solid project management, critical thinking, problem-solving and analytical skills
- Strong oral, written, and interpersonal communication skills to establish and maintain good working relationships within Random Acts and outside the organization