



Job Title: Manager of Annual Giving

Department: Development

Reports to: Chief Development Officer

FLSA Status: Salary, Exempt

Revision Date: March 2021

Background

Good Samaritan Community Services began as a downtown mission of St. Mark's Episcopal Church. It was formally established in 1951 by the Episcopal Diocese of West Texas, under the leadership of Bishop Everett Jones. Today, Good Sam has evolved into an independent 501(c)3 organization that provides comprehensive services to more than 5,500 individuals and 1,800 families annually in multiple locations in South Texas. Good Sam actively serves as a place of change, reaching out to support thousands of people working to improve their lives and to overcome the challenges of poverty.

These services include family service programs that provide early childhood education programs and wraparound support for parents and senior citizens via the only nationally accredited senior center in South Texas, nationally recognized youth and teen services programs that provide afterschool and summer youth enrichment programs, including a youth leadership component and a college and career readiness program and other supportive programs that are focused on building the capacity of families to thrive, emotionally, socially, physically and financially.

Good Sam collaborates with a variety of organizations to enhance the quality of our programs. Current and past partners include: The San Antonio Food Bank, UT Health Science Center, Up Partnership, the City of San Antonio, SA Hope, Camp Capers, and Restore Education. Good Sam operates programs in five regional sites including: San Antonio - West and North East Side, Brownsville, Rio Grande Valley, Sonora, and Wimberley.

Position Summary

The Manager of Annual Giving is responsible for the identification, cultivation, solicitation, and stewardship of donors whose annual gifts provide a foundation of unrestricted and restricted support. The Manager of Annual Giving is also responsible for all the campaigns, special events, and sponsorship relationships under his/her direction, and is responsible for planning, organizing, implementing, and successfully executing these campaigns, events, and fundraising relationships in partnership with CDO.

Required Education and Experience

- Bachelor's degree from accredited college or university required.
- 3-5 years of non-profit annual giving management and/or special event experience with a proven track record for securing gifts and comprehensive knowledge of gift processing and acknowledgement practices is required.
- Well versed in moves management processes, direct mail campaigns, and e-mail solicitation best practices and implementation
- RE NXT and/or Blackbaud CRM experience preferred, with ability to analyze database and segment appeals for various audiences.
- Excellent verbal and written communication skills, public speaking skills, and ability to handle multiple projects and meet deadlines are required.
- CFRE preferred.

Essential Duties & Functions

- Demonstrate adherence to the CORE values of Good Samaritan Community Services.
- Identify, cultivate, and solicit new, renewed, or increased funding from individual donors through face-to-face solicitation, online giving, direct mail campaigns, special events, and proposals. Assure accurate and timely gift entry, reporting, acknowledgment, and stewardship.
- Responsible for achieving annual giving goals, on budget and on time with increases year-over-year in both number of donors and dollar amounts based on fiscal year budgets.
- Ensure effective and efficient utilization and management of the donor database including but not limited to data entry, data quality, cash, in-kind, and online donations, production of reports, tax receipts, credit card donations, and recurring gifts.
- Partner with Marketing Staff to develop high-quality, focused communications that accurately and compellingly present the strategic direction, priorities, and goals of the agency.
- Design and manage a comprehensive direct mail program and online giving strategies and analyze Direct Mail/e-mail solicitation program results data to refine and increase ROI.
- Manage all components of agency special events including but not limited to: Mums & Mimosas, Mariachis and Margaritas and other cultivation and stewardship events that may be established.
- Promote and serve as lead contact for all newly established third-party special events. Ensure that event policies are understood and consistently applied.
- Travel, currently limited due to COVID-19, regularly, to conduct face-to-face visits and solicitations with donors and potential donors, as well as leveraging telephone, email, and digital or social media outreach to solicit annual gifts in accordance with agency and department goals.
- Collaborate with the development staff in the planning and execution of the total development program, resulting in established relationships and partnerships with various public and community leaders, advocates, and other influencers.
- Further develop and implement Church Relations program to establish a pipeline of annual giving donors and major gift prospects.

- Build and maintain relationships with prospects, donors, volunteers, and community stakeholders.
- Maintain current knowledge of Good Samaritan Community Services Programs.
- Manage the donor recognition process including proper gift receipt, acknowledgment letter, tax information, etc.
- Develop and manage annual giving program and special events budget.
- Work with CDO and Marketing Manager to establish revenue goals for the fiscal year.
- Manage relationships with external vendors and internal departments to meet annual giving and special event deadlines and goals.
- Complete other duties as assigned by the CDO.

Supervisory Responsibilities

Manages interns and work study students as assigned by the CDO.

Work Environment

This job operates in a professional office environment.

Physical Demands

Some movement of documents and materials is required. The employee must occasionally lift or move up to 25 pounds.

Expected Hours of Work

This is a full-time, salaried position. Days and hours of work are Monday through Friday, 8:00 AM to 5:00 PM. This position occasionally requires long hours and weekend work.

Travel

Local and regional travel is required.

Benefits and Compensation

Salary range is \$40,000.00 to \$43,000.00 /year. A competitive compensation package will be offered for this position based upon the successful candidates' education, skills, and experience.

Please visit our website to apply: www.goodsamaritancommunityservices.org