

SISTERS, SERVANTS OF THE IMMACULATE HEART OF MARY
610 West Elm Avenue
Monroe, MI 48162

Annual Giving Manager
Full Time/Exempt position

POSITION: Annual Giving Manager, Full Time/Exempt position

The Annual Giving Manager is responsible for coordination of a comprehensive program of annual support that creates awareness of the IHM mission and needs, seeks out prospects and new donors, motivates current donors to give, institutes techniques to increase annual gifts and recognizes donors.

JOB RESPONSIBILITIES:

1. Implement annual support goals in collaboration with the Director of Development.
2. Create a clear and compelling case for support for annual appeals, letters and special events.
3. Collaborate with the Data Base Manager on ensuring proper accounting of all annual gifts.
4. Oversee the IHM Sisters' Raffle and monthly drawings.
5. Create and maintain donor recognition groups. Enhance and maintain Memorial and Tribute Giving programs.
6. Serve as liaison with Communications Department to maintain the Development information and content on the IHM Website.
7. Build and maintain relationships with benefactors, alumni, staff, businesses and other community entities to help secure, manage and steward the partnerships and resources needed to advance fundraising goals.
8. Coordinate alumni relations, special events, research and other duties as assigned.
9. Work closely with the Communications Department to ensure a common message and theme in all publications to better communicate the IHM mission and needs.
10. Acquire sponsorships and coordinate all aspects of the Royal Blue Classic golf outing. Assist Director of Development in the execution of the annual Theresa Maxis Award.
11. Work with the Director of Development in identifying and cultivating individual prospects and donors.
12. Coordinate other special projects and events as directed.

QUALIFICATIONS:

1. Bachelor's Degree. Minimum of three years development experience in mission-driven, non-profit organization.
2. Proficient in Microsoft Office applications – Word, Excel and Outlook.

3. Experience in annual giving programs as well as large project and/or event management.
4. Good communicator, comfortable with marketing and public relations.
5. Ability to learn, understand and support IHM mission and values.
6. Ability to work collaboratively as part of a team.
7. Ability to work with minimal supervision. Ability to make independent decisions when circumstances warrant such action.
8. Ability to use a high level of discretion and judgment as well as maintain a high level of confidentiality.
9. Excellent interpersonal, verbal and written communications skills. Pleasant and efficient telephone manner.
10. Demonstrated ability to work effectively with sensitivity and responsiveness with multiple constituencies including IHM community members, prospects, donors, staff, former students, alumni/ae, etc.
11. Ability to adjust work schedule to include evenings and/or weekends, as needed.
12. Ability to manage and complete multiple tasks on deadline.
13. Valid driver license and good driving record.

Send resume and salary requirements to mmcgowan@ihmsisters.org
IHM Sisters supports workforce diversity.