



Job Description

Job Title: Annual Fund Manager
FLSA Status: Exempt
Review Date: July 2025
Salary: \$65k - \$75k

SUMMARY

The Annual Fund Manager, and an integral part of Arrow's Development Team, will be responsible for implementing the Annual Fund plan. In coordination with Arrow's Marketing Team and under the advisement of the Director of Development, the Annual Fund Manager will use digital, direct mail, and online campaigns and assist with donor events to develop a sustainable pipeline of prospects and donors.

The link to apply is: <https://careers.arrow.org/jobs?sortBy=relevance&page=1&categories=Marketing>

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING

Other duties may be assigned as necessary.

- Serve as an integral member of Arrow's Development Team, implementing the Annual Fund plan
- Source and manage prospect lists for donor acquisition and retention efforts
- Manage data and workflows within the CRM system to support fundraising activities
- Oversee the creation and coordination of print and digital solicitation materials
- Analyze and segment donor data to inform messaging and campaign planning
- Support efforts to meet donor acquisition, retention, and renewal goals as set by the Director of Development
- Contribute to the expansion of the planned giving program through prospecting
- Acknowledge and thank donors in accordance with departmental best practices
- Assist with reporting and reconciliation with finance department
- Manage and maintain a small portfolio of donors
- Occasional travel may be required

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Ability to communicate effectively both verbally and written with internal and external stakeholders. Ability to deal with standardized situations with occasional variables. An individual must be able to apply basic math fundamentals with the ability to interpret and clearly communicate data and concepts.

QUALIFICATIONS, EDUCATION, AND/OR LICENSURE

Bachelor's degree in nonprofit management, liberal arts, business, statistics, or related field required. The ideal candidate will have direct experience with a minimum of 3 years relevant experience in nonprofit fundraising or sales.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands					
Activity	Amount of time spent				
	None	0-33%	34-66%	67-100%	
Stand/Walk		X			
Use hands to finger, handle, or feel				X	
Reach with hands and arms		X			
Talk/Hear				X	
Lift/carry up to 50 lbs.		X			
Push/pull up to 50 lbs.		X			
Reach and do overhead lifting		X			
Climb stairs		X			
Crawl, bend, stoop, or crouch		X			
Stand from a kneeling position, with both knees down		X			
Close Vision/Ability to adjust focus					X
Work Environment					
<i>Exposure to the following environmental conditions</i>					
Activity	Amount of time spent				
	None	0-33%	34-66%	67-100%	
Contact with cleaning Solvents, aromatics, & nuisance dusts	X				
Level of Noise in Work Environment	Very Quiet	Quiet	Moderate	Loud	Very Loud
			X		

COMPANY OVERVIEW

Arrow Child & Family Ministries and our affiliates will seek, develop, implement, and operate various disciplines of social service programming in order to serve vulnerable children and families in various communities across the United States. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees. Arrow Child & Family Ministries, including our affiliates, believe that diversity and inclusion among our employees are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. We employ a zero-tolerance policy of abuse for the safety and security of our employees and those we serve.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND IT.

Employee's Signature

Date