



Job title	<i>Director of Annual Giving Programs</i>
Reports to	<i>Senior Development Director</i>
Salary Range	<i>\$50,000 - \$62,000</i>

Job purpose

The Director of Annual Giving Programs plans and oversees the fundraising for the annual Chrysalis luncheon, the annual fund campaign, as well as develops new fundraising events and opportunities for the HHCI.

Duties and responsibilities

The primary job duties and responsibilities of the Director of Annual Giving Programs include:

- Takes the lead for all HHCI fundraising events and solicits individuals and corporations for them.
- Collaborates with staff on the management and planning of fundraising events and donor receptions.
- Performs annual, comprehensive analysis of current event fundraising to make recommendations for program changes.
- Proposes new ideas to improve all events, including planning, implementation, and solicitation recommendations.
- Oversees a detailed timeline for each event, ensuring deadlines are met, responsibilities are understood and resources are procured.
- Coordinates with the appropriate contacts to create and update sponsorship packets, online information, invitations and other collateral.
- Develops event budgets and monitor expenses to ensure adherence to the budget.
- Oversees financial tracking for events to ensure fundraising efforts are tracking well.
- Works to achieve annual gift income goals as outlined in the fund development plan.
- Performs annual, comprehensive analysis of current annual giving program to make recommendations for program changes.
- Develops and implements strategy to secure annual fund contributions from key constituencies to reach targeted financial goals.
- Serves as primary contact for annual fund donors.
- Monitors all revenue and expenses for annual giving efforts to ensure adherence to the budget.
- Manage annual giving campaigns through multiple channels such as social media, email, and direct mail.
- Manages all third-party events.
- Manages the creation of new young ambassador program.
- Support a culture of philanthropy and consider a personal gift to HHCI.
- Maintain established HHCI policies, procedures, objectives, quality assurance, and safety.
- Implement job responsibilities in a manner that is consistent with HHCI's mission and code of conduct and is supportive of HHCI's cultural diversity objectives.
- Perform other duties as assigned.

Qualifications

Qualifications include:

- Commitment to the mission of HHCI.
- Bachelor's degree.
- 3-5 years' experience in development.
- Knowledge of donor management systems.
- Leadership and effectiveness in developing and accomplishing organizational and financial goals.
- Demonstrated ability to work effectively with executive management, trustees, staff and volunteers and create team-centered approach.
- Ability to manage multiple deadlines and projects and execute with high degree of quality.
- Strong interpersonal, oral, and written communication skills.
- Excellent work ethic, judgment, discretion, integrity, and diplomacy.
- Willingness to take on special projects as needed.

Working conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. A limited number of after-hours and events are required.

Physical requirements

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.

While performing the duties of this job, the employee is regularly required to sit at desk area, communicate via phone/face to face, manually input data into a computer, walk to different office areas, reach with hands and arms and minimal lifting, drive a car, speak publicly and attend events.

HHCI is an equal opportunity employer. We may not be able to respond to every applicant regarding the status of his or her application. Candidates whose qualifications most closely meet our requirements will be contacted. A background check satisfactory to HHCI is required.

Direct reports

No direct reports.

Job descriptions will be reviewed annually and updated as often as necessary.