



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	Annual Fund Manager
DEPARTMENT:	Development
REPORTING RELATIONSHIPS:	Reports to the Senior Director, Individual Giving & Development Operations

Children's Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

POSITION OVERVIEW:

The Annual Fund Manager plays a significant and collaborative role in the implementation of fundraising plans and activities that align with the agency's strategic direction. Duties include building strong and successful relationships; maintaining communications with donors and other constituents; and collaborating with Development and Communications to effectively execute the development program and corporate and individual events. Annual Fund Manager advances donor development by administering a database of potential, current and past donors, producing customized lists and reports, recording and acknowledging all donor activity, and participating in all donor acquisition, development, and retention activities and programs.

PRINCIPAL ACCOUNTABILITIES:

- Manage CHF's direct mail program including vendor relations
- Carry assigned portfolio and directly cultivate, solicit, and steward donors and prospects for unrestricted support via phone, email, direct mail, and in-person/online meetings
- Significantly expand CHF's recurring donor program
- Manage and expand CHF's Home Run Club
- Increase the number of unrestricted gifts ranging from \$1,000 - \$9,999
- Prepare personalized donor communications including general operating grant requests, stewardship pieces, impact reports, etc.
- Maintain accurate donor records in Raiser's Edge NXT including entering actions, contact notes, etc.
- Conduct research on Individual donors and prospects
- Work with Senior Director of Individual Giving and Development Operations to qualify mid-range donors to identify those with the capacity to become potential major donors (\$10,000+)
- Under the supervision of the Senior Director of Individual Giving and Development Operations, utilize effective moves management best practices to build and sustain relationships with donors
- Represent CHF and assist the Development Department with special events as assigned
- Take on projects as assigned

POSITION REQUIREMENTS:

- BA/BS degree preferred
- Two (2) to four (4) years Annual Fund experience
- Experience working with Raiser's Edge NXT
- Experience working with Mailchimp
- Experience working with iWave and/or other research tools
- Must abide by a strict code of confidentiality
- Commitment to CHF's mission
- Strong communication and writing skills
- High level of professionalism, emotional maturity, and willingness to work effectively with others
- Knowledge of Google and Microsoft software a must

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. The salary range for this position is \$60K - \$68K annually. The Children's Health Fund offers an excellent compensation/benefits package.

LOCATION:

Children's Health Fund provides a hybrid onsite/remote work environment. This role must be available to travel to CHF's New York headquarters for regular meetings and when needed.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc