

The DONNA Foundation
Development Office Position Description



Position: Development Manager for Annual Giving and Partnerships

Position Type: Full-Time

Exempt/Nonexempt Status: Exempt

Location: Remote; candidate must be able to commute to the offices or events as needed. This is a remote, work from home (WFH) position except for occasional in-person meetings, community activities, and annual signature events.

Salary range: \$55,000 - \$65,000 (based on experience)

Position hours/shifts: Mon.-Fri. with occasional evenings and weekends; our team is available 9 a.m. - 5 p.m. while maintaining a flexible work schedule and culture

Expected start date: Dec. 2022/Jan. 2023

Benefits:

100% of Medical Insurance Premium

PTO after 90 days (10 days)

Paid and floating holidays

Association of Fundraising Professionals Membership after 90 days

Company Description: The DONNA Foundation, a 501(c)3 nonprofit organization established in June 2003 by three-time breast cancer survivor and award-winning journalist Donna Deegan to meet the critical financial needs of the underserved living with breast cancer. Our mission is to provide financial assistance to individuals living with breast cancer and fund groundbreaking breast cancer research. To date, The DONNA Foundation has served more than 17,000 families, securing more than \$550,000 in financial services and debt relief each year. The organization has also disbursed \$3.3 million in support of translational genomics and immune studies. The DONNA Foundation operates events and programs for survivorship, education and awareness including The National Marathon to Finish Breast Cancer. Together we will finish breast cancer.

Position Overview: The DONNA Foundation is seeking a Development Manager for Annual Giving and Partnerships under the general direction of the Senior Director of Development. This fundraising professional will oversee all annual fund development strategies and solicitation projects with a goal of raising at least \$250,000-\$500,000, annually. The Development Manager will engage new and existing mid-level supporters who contribute less than \$10,000 annually as well as oversee several revenue streams that will help advance our mission. This includes engaging both philanthropic donors and event supporters (e.g., sponsors, vendors, and Expo exhibitors). Relationship building and a flexible schedule will be critical in this role.

Essential Duties and Responsibilities:

Annual Giving (40%)

- Manages the Annual Giving Program with the goal of raising at least \$250,000-\$500,000, annually
- Engages new and existing philanthropic donors (e.g., individuals, foundations, corporate partners, third-party fundraisers) who contribute less than \$10,000, annually
- Oversees strategy development, design, and implementation of all direct mail or electronic solicitations to increase both revenue and number of donors into the organization
- Coordinates all online peer-to-peer fundraising campaigns and appeals, including setup, user support and coaching communications in order to meet and exceed goals
- Develops and manages strategies to increase the number of monthly recurring (sustainer) donors; creates regular opportunities for people to easily join
- Manages the third-party fundraising program, with a focus on conducting outreach to existing and new organizations; attend in-person fundraising activities as needed
- Recruits and manages volunteers depending on projects and needs
- Writes and submits grants (RFPs) to fund essential DONNA programs
- Conducts regular prospect research and analysis to grow our philanthropic pipeline
- Oversees donor stewardship processes, including timely thank you notes, donor tribute letters; conducts regular touchpoints with stakeholders about giving impact

Partnership Engagement (40%)

- Manages a portfolio of 75+ partners, including sponsors, vendors, and expo exhibitors
- Communicates and engages partners regularly and in a timely manner as it pertains to DONNA signature events; tracks and coordinates all event inclusions
- Serves as the primary point of contact for all managed relationships leading up to and at DONNA events
- Conducts regular prospect research and analysis to grow our event support pipeline

Internal Operations and Planning (20%)

- Responsible for data management and reporting for DONNA fundraising projects related to donor stewardship, annual appeals, and partnership tracking
- Administer all grant management processes for both disbursed grants as well as received grant funds
- Develops an annual development and solicitation operating plan with defined goals and objectives; measures success and forecasts projected revenue regularly
- Other development duties and responsibilities as assigned

Minimum Qualifications and Requirements

- Bachelor's degree or advanced degree in business, marketing, fundraising, or related field
- 3+ years of relevant fundraising and annual giving experience, with proven track record with generating revenue through donor and partner engagement (at giving levels up to \$10,000), managing events, data management/reporting, and coordinating volunteers
- Record of measurable results in organizing and implementing development events and related activities
- Interest and desire to learn how to become an impactful development professional

- Willingness to pitch in when/where needed and not afraid to reach out to potential supporters regularly
- Excellent organizational and time management skills with exceptional attention to detail and independent follow-through in a fast-paced environment with multiple priorities
- Excellent user of office technology and information systems, including Microsoft Office, virtual meeting platforms (Zoom, Teams) and donor/CRM databases, preferably Raiser's Edge
- Excellent written and verbal communication skills; Comfortable with public speaking
- A team player with strong leadership abilities, a positive attitude and highly collaborative work style
- Comfortable working with staff, donors, volunteers, and stakeholders without regard to their background, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, and protected veteran or military family status.
- Flexibility to work occasional irregular hours, including evenings and weekends.
- Ability to lift and carry 20 lbs. (event supplies)
- Must hold a valid driver's license

Key Characteristics of a Successful Team Member:

- Enjoys building and maintaining strong, genuine relationships with co-workers and stakeholders
- Holds oneself accountable; takes responsibility for failures as well as successes, and recognizes that trust is required to hold a team together
- Shares information regularly, communicates proactively; transmits knowledge; asks for advice and isn't afraid to ask questions
- Values teamwork and co-workers, supports others' success and is proud of the shared meaningful work on behalf of the patients and families served
- Expects and delivers excellence. Is proactive and focused on creative problem-solving. Welcomes input to make things better. Places a high value on learning and improving.
- Is motivated and positive. Manages time, activities, and outcomes well so that progress stays on track. Balances multiple, competing priorities simultaneously and asks for help when needed.
- Display caring, sensitivity, and flexibility in working with a team, volunteers, and families living with breast cancer. This work is fun, creative, fulfilling, and challenging.

Additional Details: This position is remote (WFH) with occasional in-person meetings and events in Northeast Florida. Some travel out of the region may be required. Resumes without cover letters will not be considered. The DONNA Foundation supports a diverse and inclusive workforce and is an Equal Opportunity Employer. All details will be kept confidential to EEO guidelines. The DONNA Foundation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, and protected veteran or military family status.

Application Procedure: For questions, or to apply for the position, please send a cover letter, a list of three references and a resume as .PDF files to: jobs@thedonnafoundation.org . Please put "Development Manager Search" in the subject line.