



Urban Ministry Center Annual Fund Manager

The **Urban Ministry Center** is an interfaith agency dedicated to bringing the community together to end homelessness, one life at a time.

UMC has five core values it uses when hiring and evaluating staff members. These are:

Heart for the Work

The UMC staff is truly passionate. We love what we do. We endeavor to be the very best at helping the people we serve, and our colleagues succeed, even when no one is watching.

Kind and Compassionate

The UMC staff is kind and compassionate. We offer comfort and strength, hope and support to each other and to the people we serve.

Results Oriented

The UMC staff is results oriented. We do not give up, even when faced with obstacles; utilizing flexibility and creative thinking.

Self-Care

The UMC staff values self-care, including caring for physical, emotional, and mental health care needs. Self-awareness allows staff to feel secure with their professional identity, including clarity of appropriate professional /personal boundaries and awareness of when to seek support from others.

Team Oriented

The UMC staff is appreciative, helpful, and team oriented. We treat everyone with respect, knowing that we will achieve more working together than alone.

The **Annual Fund Manager** is responsible for working in collaboration with the Advancement Team to create and execute a comprehensive, year-round fundraising strategy to raise \$3.4 million to support UMC's mission. The Annual Fund manager is a full-time position and reports to UMC's Chief Advancement Officer.

This position will 1) focus on developing a strong annual giving program to build and engage our donor base and donor support and 2) play an integral role in executing True Blessings, UMC's biggest annual fundraising event.

Annual Fund

- Develop, organize, maintain and track Annual Fund processes (action tracks) for specific donor segments (recurring donors, new donors, loyal donors, etc.)
- Oversee and manage donor appeals using a variety of mediums (letters, electronic, face-to-face)
- Develop and manage annual staff giving campaign
- Organize UMC staff and board members to thank key donors, including an annual 'thank-a-thon.'
- Serve as key manager of annual fund donor data and analysis to ensure all donor segments are being cultivated and stewarded as needed
- Prepare data scorecards as needed for weekly Development team meeting

- Participate in prospecting meetings
- Work with team to set dollar and participation goals
- Manage reporting and collection of pledges
- Oversee and support peer-to-peer fundraising activities (retirements, birthdays, etc.)
- Support mobile giving for all UMC events using mobile giving strategy
- Support in-kind gifts

True Blessings

- Serve as a key member of the True Blessings team to ensure the success of the event
- Develop and manage all True Blessings Table Host and guest communication in conjunction with Communications Manager- print and digital
- Develop and manage True Blessings project timeline
- Develop and manage give-away for attendees (example: notecards)
- Assure that all supplies are coordinated
- Use data from event to develop follow-up strategies for individuals or corporations

Additional Duties

- Attend staff meetings, team meetings, staff retreat and other staff events
- Staff weekend days (Sundays & Holidays) in rotation with other staff

Skills

- Knowledge of Raiser's Edge, or other database experience preferred
- Willingness to embrace technology as a part of our donor strategy and determine ways to incorporate into overall fundraising efforts
- Strong technological skills
- Interest and ability to analyze data and determine strategies to implement findings to increase donor support
- Strong verbal and written communication skills
- Incredible attention to detail and process
- Customer service focus

To Apply

Please submit a cover letter and resume to jobs@urbanministrycenter.org. Deadline for submission is Friday, February 15th.