



Annual Giving Manager Job Posting

Are you a passionate nonprofit leader looking for your next opportunity? PBS North/The North 103.3FM is seeking an Annual Giving Manager to join our creative, mission-driven public media organization. The Annual Giving Manager is an essential member of the development team and is responsible for managing the annual fundraising support team and executing fundraising plans to meet the organization's annual goals.

You are the ideal candidate for this position if you have a history of successfully managing projects, programs, and/or teams, have prior nonprofit fundraising experience, and have a passion for serving the community. The Annual Giving Manager must have exceptional interpersonal and communication skills as well as a strong analytical background. Enthusiasm for public broadcasting and the strength of public media is vital in this position. Candidates must be able and willing to work a flexible schedule to accommodate fundraising events.

Essential Duties

- Plan and execute highly efficient on-air fundraising drives for television and radio to generate revenue and acquire new donors.
- Coordinate vendor relationships for direct mail and telemarketing
- Compile and analyze monthly revenue and fundraising campaign reports to track performance against measurable goals and identify areas for improvement.
- Research, write, and edit persuasive, accurate, and well-crafted communication materials in support of the station's fundraising activities.
- Train, supervise, and guide the fundraising support team in accordance with PBS North's policies and values.
- Design and implement stewardship and engagement touchpoints including donor events in coordination with the Director of Development.
- Manage special giving programs including monthly sustainer donations, car donations, kids club members, and employer matching gifts.
- Track annual fund expenses against project budgets including identifying areas to improve fundraising ROI and ensuring adherence to departmental budgets.
- Provide oversight for development operations including database management, processing of acknowledgements, vendor coordination, and timely financial reporting.

- Identifies prospects within annual fund for mid-level giving and provides support in transitioning donors to mid-level programs.

Additional Responsibilities:

- Serves as secondary backup for Donor Relations Associate and Donor Services Specialist.
- Assists with development department campaigns and initiatives as needed.
- Other related duties as assigned, associated with the position.

Education and Experience Requirements

- Bachelor's degree
- 2+ years of fundraising, project or program management, or equivalent experience

Desired Qualifications

- 1+ year of team management or supervisory experience
- 3+ years of public media or nonprofit fundraising experience
- Project Management or Volunteer Coordination experience
- Fundraising Database or CRM experience

Skills and Abilities

- Excellent written, oral, and personal communication skills.
- Must exercise discretion with highly confidential and sensitive information.
- Must have strong supervisory, analytical, and organizational skills.
- Ability to create a collaborative and inclusive team environment.
- Must be able to manage multiple projects, execute workplans, and meet deadlines independently.

Other Requirements

- Able to occasionally lift and carry up to 25 lbs.
- Must be able to work a flexible schedule during on-air fundraising drives and special events as well as occasional early mornings, evenings, and weekends.

Range

\$55K - \$65K depending on skills, ability, and experience.

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