People's Resource Center

MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

People's Resource Center - Job Posting
Annual Giving Manager

PRC is seeking candidates for the role of Annual Giving Manager. As a member of the Advancement team, the Annual Giving Manager will build, manage, and grow the annual giving program through a multi-channel approach including direct mail, email, and digital. This role requires experience in annual fund management, as well as strong writing skills. The Annual Giving Manager role is a full-time position, and the office will be on our Wheaton campus, with the expectation that the candidate filling the role will have presence at our Westmont location, as well as in the local community as needed.

The salary range for this position is $65,000-$70,000.

BENEFITS

PRC offers a generous compensation and benefits package to our benefit eligible employees including:

- Medical insurance – HMO, PPO (90% Employer paid)
- Dental insurance – PPO (80% Employer paid)
- Short Term Disability & Life insurance (100% Employer paid)
- Flexible Spending Account participation
- SIMPLE IRA retirement plan and 3% company match
- 18 days of Paid Time Off (PTO)
- 12 paid holidays
- 2 floating holidays

Essential Functions

- Using the established annual plan, create, write, and manage all appeals for mail, digital, and email, implementing strategies to upgrade gifts, including message writing and list segmentation
- Track results of solicitations, compiling data, and analyzing the progress towards organizational goals
- Create reports and review analytics to determine effectiveness of appeals
- Lead the planning and coordination of the annual donor stewardship plan part of the annual plan, as well as completing all assigned donor stewardship activities in the plan
- Contribute to gift acknowledgement process and help ensure that all donations are properly documented and stewarded
- In collaboration with the Director of Donor and Community Engagement, create a mid-level giving segmentation strategy
- Manage all seasonal appeals, including but not limited to Back to School and Share the Spirit, as well as coordinate related drives for these events
- Solicit and manage all event sponsorships for PRC events, including but not limited to Holly and Hope luncheon and Race to the Flag
- Manage PRC's Tribute giving program
- Using the established annual plan, implement a general engagement plan with corporate, civic, and faith groups
- Participate in prospect and upgrade strategies related to annual giving, as well as provide support with executive portfolio management
- Assess annual donors' giving history and philanthropic capacity to create and build a pipeline process between annual, major, and planned giving

- Provide back-up gift entry support to the Donor Database and Stewardship Coordinator
- As requested by the VP, support the Board Development Committee with committee-facing donor activities
- Attend community events on behalf of PRC and participate in meetings of appropriate civic, professional, business, and community organizations as requested
- Other duties as assigned

Education/Experience

- Bachelor's Degree preferred
- Three (3) years of experience working in an annual giving environment
- Proven experience in executing an annual fund strategy that includes direct mail, email and digital fundraising
- Experience using data-driven approaches in a multi-channel fundraising program

Skills/Knowledge

- Commitment to PRC's mission, values and community focus
- Demonstrated commitment to collaborative teamwork
- Excellent writing, editing, and oral communication skills
- Demonstrated ability to develop and maintain successful relationships with donors
- Advanced computer proficiency in Microsoft Office, Raisers' Edge NXT (or other donor database), and Constant Contact

ORGANIZATION OVERVIEW

People's Resource Center (PRC) is a nonprofit, social service organization founded in 1975 by community members looking to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers sought to do more than start a local food pantry.

With a team of over 2300 volunteers supported by 48 employees, PRC offers free emergency needs assistance and educational programming. Our emergency and basic needs services include food assistance, clothing, financial assistance, homeless prevention services, and referrals for medical and dental care. Job search assistance, adult basic education and literacy, computer training and access, and art enrichment equip individuals with the tools and resources they need to build stronger futures.

APPLICATION PROCESS

To apply, please send your cover letter, resume and minimum salary requirements to:
resumes@peoplesrc.org

Applications will be accepted until the position is filled.
No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer.
www.peoplesrc.org