



ANNUAL GIVING MANAGER

Department: Office of Advancement

Reports To: Vice President for Advancement

Position Summary: Responsible for developing and implementing strategies to meet the annual fundraising goals for North Park University and Seminary while building and strengthening relationships with alumni, friends and donors of the University and Seminary.

Essential Responsibilities:

- Establish an annual plan for cultivation and solicitation of individual donors to the annual giving program.
- Execute all direct mail, phone and email solicitations and be able to track, analyze, and report solicitation performance, campaign performance, and other relevant fundraising metrics
- Oversee annual giving fundraising, including giving societies as part of an annual strategic plan to solicit prospects in coordination with Major Gifts and Stewardship.
- Coordinate with the Director of Advancement Services for database maintenance, reports, and prospect data needs.
- Coordinate with the Stewardship Manager in the cultivation, solicitation, and stewardship of segmented groups of prospects and donors.
- Evaluate, provide input, and develop strategy for student workers in Advancement.
- Serve as a liaison to internal and external contacts including University Marketing & Communications, Seminary, Business Office, direct mail vendors and other external partners.

Essential Qualifications:

- Bachelor's degree required.

- Experience in non-profit development, with preference for higher education.
- Excellent interpersonal, communication (written/oral), management, and leadership skills.
- Ability to manage details with accuracy, strong organizational skills.
- Strong commitment to meet quantitative and qualitative goals.
- Experience using Raiser's Edge and RE NXT (preferred) or similar constituent database.
- Strong technical orientation and experience producing data queries, metrics, analytical reports.
- Literacy in Microsoft Office 365
- Personal commitment to North Park's mission of Christian higher education.

Effective Date: May 2022

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.