

Annual Fund Manager

Reporting to the Director of Philanthropy, the Annual Fund Manager will have primary responsibility for ensuring a successful annual fund program by developing, executing and evaluating a comprehensive fundraising plan. Working collaboratively with the Resource Development team (Director of Philanthropy, Communications Manager, and Grant Writer) and program staff, the Annual Fund Manager develops various strategies including direct mail, online giving, and direct solicitation to raise funds and build a philanthropic culture. The Annual Fund Manager manages the donor database and gift acknowledgment, and establishes data-entry procedures to ensure data consistency and quality.

RESPONSIBILITIES:

- Develop and execute all aspects of annual fund program including: direct mail, online fundraising, and face-to-face solicitation.
- Explore strategies to broaden donor base, upgrade the average size of donation, increase donor retention, including research, list development, and screening.
- Manage donor database, Salesforce, for gift processing, prospect entries, and to generate reports. Develop and implement operating procedures to ensure data consistency and quality.
- Manage the administration of Just A Start's Community Investment Tax Credits (CITC) program which leverages over \$300,000 annually from individuals and institutions. Coordinate utilization with donors and assure timely reporting to MA Department of Housing and Community Development.
- Support the Director of Philanthropy, Executive Director, and the board fundraising committee in the execution of the Annual Fund plans.
- Coordinate volunteer engagement, including the young professional group, corporate and individual volunteers, and in-kind support.
- Plan and organize in-person and virtual events, including ground breakings, ribbon cuttings, graduations, and cultivation events.

EDUCATION AND SKILLS:

- Minimum of three years of fundraising or related experience.
- Excellent written and oral communication skills.
- Flexibility, attention to details, and goal-driven.
- Technology Skills: proficient with Microsoft Office, including PowerPoint, Word and Excel.
- Experience in CRM, Salesforce preferred.
- Ability to work within and contribute to a diverse and inclusive culture.

ABOUT JUST A START:

Just-A-Start (JAS) is a community-based, not-for-profit organization dedicated to building a better future by providing affordable housing, education, training, community engagement and supportive services. Our mission is to promote equity by creating access to stable housing and building pathways to economic opportunity. For 53 years, JAS has been serving residents of Cambridge and surrounding communities to empower them to meet their potential. Visit us at www.justastart.org to learn more.

Just-A-Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together to pursue of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

In addition to a competitive salary, JAS offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

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