



## Care and Share Food Bank for Southern Colorado

**Division/Department:** Development

**Location:** Colorado Springs

**Job title:** Annual Fund Director

**Reports to:** Chief Development Officer

**Status:**  
Salary

**Type of position:**  
 Full-time  
 Part-time  
 Contractor  
 Intern

**Hours:** 40hrs/week  
 Exempt  
 Nonexempt

**Position Summary:**

Responsible for the day to day management of Care and Share's annual fund. Interfaces directly with donors and donor prospects. Leads fundraising efforts around Care and Share's more than 12,000 donors. Manages aggressive direct mail program.

**Duties and Responsibilities:**

- Actively solicit, call on, engage and steward donors leading to increased contributions and engagement
- Comprehensively manage day to day activities regarding direct mail. Interact with campaign vendor, continuously evaluate ROI and actively review campaigns success
- Coordinate in-house mailings and provide recommendations and strategies for continuous improvement
- Manage and maintain Care and Share's donor acknowledgement process. Work closely with Donor Services Coordinator to ensure prompt responses to all gifts
- Keep President and CEO, Chief Development Officer, and Chief Philanthropy Officer informed about major gifts and prospects
- Manage Care and Share's annual fund donor programs, Feed Our Neighbors Circle and Harvest Society
- Continuously works to raise mid-level donors from the annual fund into the Harvest Society through donor cultivation and stewardship.
- Leads Care and Share's efforts in retaining lapsed annual fund donors
- Serves as first point of contact for all incoming donor calls.
- Lead follow up on Recipe for Hope pledges following the event
- Research donor prospects and provide detailed briefings for meetings with prospective donors
- Run reports and analysis within Raisers Edge
- Know, interact with, and cultivate individual donors

**Work experience requirements:**

- Bachelor's degree preferred
- Extreme comfort with calling donors and engaging over the phone
- Exceptional written and verbal communications skill set
- Three years of demonstrated experience in fundraising, direct mail, and donor relations required
- Excellent organizational skills
- Outstanding follow-through skills
- Raisers Edge experience preferred
- Strong command of Microsoft suite of programs (Excel, Word, Outlook, Publisher, PowerPoint)

**Employee Signature:**

**Date:**

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.

**Please submit a cover letter and resume to [MaryL@careandshare.org](mailto:MaryL@careandshare.org) by February 2, 2018 by 5:00 p.m.**