

Job Title: Annual Giving & Donor Relations Specialist  
Department: Development & Communications  
FLSA: Exempt  
Reports To: Director of Development  
Location: Baltimore, MD  
Date Revised: May 2021



**General Summary:** For more than 60 years the Jesuit Volunteer Corps has engaged brave young believers in vital service within poor communities, fostering the growth of leaders committed to faith in action. The global nonprofit and their network of over 11,000 Former Jesuit Volunteers support approximately 200+ Jesuit Volunteers each year as they work for justice in 32 U.S. cities. For more information, please visit [jesuitvolunteers.org](http://jesuitvolunteers.org).

JVC is a national organization with a robust and loyal individual donor base. The Annual Fund position is new to the agency and will add capacity to a small and energetic Team. As a small shop with big shop aspirations, the ideal candidate must be willing to pitch in to provide coverage on all Development functions. Must be goal driven and able to work independently. Initially, the position will oversee the donor relations and stewardship program and will manage a small portfolio of annual fund prospects for the leadership annual giving program.

### **Responsibilities:**

Reporting to the Director of Development, this position is a professional fundraising position that coordinates with the Senior Manager of Communications, the Development Coordinator and Director of Development to develop and execute the annual solicitation strategy in alignment with JVC's strategic priorities. The Annual Giving program includes direct mail and digital campaigns, peer to peer donor acquisition, creation of a legacy society, and major gifts.

### **Principal Duties:**

- Help plan, coordinate, execute and manage a dynamic, multidimensional annual giving program that utilizes a variety of mediums to communicate with and solicit current and potential donors. Strategy will encompass but is not limited to digital/crowdfunding, direct mail, and alumni campaigns. Draft content, coordinate production schedule, identify targeted segments, and oversee annual giving campaigns, continually monitoring progress toward campaign goals.
- Manage donor relations and stewardship strategies and independently explore opportunities for new giving programs and lead elevation of current programs.
- Create and implement individual donor stewardship strategies.
- Solicit leadership annual gifts from an active portfolio of select donors and prospects.
- Assure the accuracy and integrity of donor records.
- Coordinate with FJV (alumni) engagement to increase contributed revenue from this natural cohort of prospective donors.
- As needed, provide back-up and coverage for administrative functions of a busy Development Department.

### **Requirements**

#### **Education and Experience**

- Required Education: A bachelor's degree from an accredited college or four-year university.
- Required Experience: 2 - 4 years of professional experience working with an annual fund or as an annual fund specialist. Recent proficiency with Raiser's Edge donor database.  
Preferred Qualifications: 5 - 7 years demonstrated success in annual fundraising activities is preferred. Experience in an annual fund office in a higher education setting highly desirable. Experience working with diverse audiences and groups.
- Knowledge of annual giving strategies, tactics, and implementation criteria, including working in a dynamic, highly responsive environment.

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## **Knowledge, Skills, Abilities**

- Independent strategic thinking and critical analytical skills for annual giving related operations that include specific tactics and implementation skills.
- Expert in office systems and equipment; and windows applications including proficiency in using Word, Excel, Access, PowerPoint, the Internet and Outlook
- Able to perform standard business math; track financial data and make projections; draft and compose correspondence and standard reports; plan, organize, coordinate, and prioritize multiple tasks; use independent judgment; learn, identify and independently interpret and apply a variety of complex policies and procedures; and effectively handle a broad range of interpersonal contacts, including those at a higher level and those sensitive in nature.
- Strong oral and written communication skills
- Strong interpersonal skills - team player

## **Working Conditions**

- Comfort with Zoom environment. While this position is located in the Baltimore office and requires in person accessibility, the majority of JVC's staff work remotely.

## **Physical Requirements:**

To perform in this position successfully, an individual be able to:

- Exert minimal physical effort with intermittent movement going from one place to another.
- Withstand prolonged periods of sitting in meetings or at a desk working with a computer.
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform extensive work on the computer.

Salary: \$55,000 - \$65,000

## **To Apply:**

Send resume and cover letter with salary requirements to [careers@jesuitvolunteers.org](mailto:careers@jesuitvolunteers.org).

Application Deadline: June 1, 2021

***As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.***

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.