



JOB TITLE: Annual Giving Manager
REPORTS TO: Chief Development Officer
SALARY RANGE: Commensurate with Experience (Full Time/Benefits/Exempt)

SUMMARY

The Annual Giving Manager reports to the Chief Development Officer and serves as a member of the development team. This position plans and manages all aspects of the Annual Fund program, maintains a portfolio, and oversees donor stewardship. Their primary function is to bring donors and prospects closer to our mission, inspiring deeper levels of impact through a moves management approach.

PRIMARY RELATIONSHIPS

Within the organization, the position has primary working relations with members of the Development Team.

PRIMARY ACCOUNTABILITIES

Reporting directly to the Chief Development Officer, this position is an essential member of the development team and will be responsible for managing all aspects of the Make-A-Wish Hawaii (MAWH) Annual Giving Program, including the Wish Society. The Annual Giving Manager plays an active role in the identification, cultivation, solicitation and recognition of individual donors and will be responsible for meeting budget goals.

Responsibilities will include:

- Design and implementation of annual Direct Public Support campaigns.
- Utilize direct response communication and fundraising tools (direct mail, email, website) to inform, engage, connect and solicit current, lapsed and prospective donors. Monitor, report and analyze outcomes.
- Maintain an active level of written and oral correspondence with individual giving supporters.

Annual Giving Manager – Job Description

- Work with the Database & Operations Manager to maintain individual donor records in Salesforce. Utilize giving history to inform cultivation and stewardship strategies.
- Coordinate department-wide stewardship efforts to retain donors and encourage renewals and upgrades annually.
- Maintain and execute stewardship plan including facilitating mailings, emails, and the assignments of peer-to-peer outreach from our leadership community.
- Manage the Wish Society - to include stewardship, solicitations, recognition and benefits delivery.

QUALIFICATIONS

- Bachelor's degree preferred.
- A minimum of five years of fundraising experience in annual giving/campaigns and appeals, with an emphasis on individual/annual solicitation.
- Advanced experience with donor data systems (Salesforce preferred).
- Excellent oral and written communication skills.
- Proactive self-starter, results orientated.
- Highly motivated and well-organized with a progressive record of achievement.
- Strong interpersonal skills, ability to work well independently and as part of a team.
- Excellent research, follow-through, analytical, problem-solving and presentation skills.
- Strong commitment to the mission, vision, values, and programs of Make-A-Wish Hawaii and ability to effectively articulate these to motivate and encourage donors and prospects at all levels.
- High level of diplomacy and confidentiality.
- Ability to work some nights and weekends, as needed for events and deadlines.
- Knowledge of online fundraising tools.
- Experience and high level of comfort working with a diverse group of individuals (staff, volunteers, etc.).
- Experience in team-based, cross-functional work environment with effective and respectful communication as a top priority.

This is a full-time position with a full benefits package, including medical, dental and vision insurance. Position includes a personal time off plan.

[MAKE-A-WISH FOUNDATION OF HAWAII](#)

Founded in 1982, The Make-A-Wish Foundation of Hawaii is a 501 (c)(3) non-profit organization. Our mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Fulfilling a child's wish provides a joyful and meaningful experience that benefits both the child and the family. The chapter's website, www.hawaii.wish.org and national website www.wish.org provide additional information and detail.