



**Position Title:** Annual Giving Manager

**Program:** Development

**Reports To:** Chief Development Officer

**Status:** Part-time (30 hours per week); exempt

Since 1961, The Senior Source has served greater Dallas as the go-to nonprofit for aging services. Through programs and services that assist, protect and connect older adults and caregivers, our mission is to enhance the quality of life and empower all older adults to thrive. Last year, we served 32,000 older adults and family caregivers, educated 44,000 community members and professionals, and mobilized more than 3,000 volunteers.

**Position Summary:**

The Annual Giving Manager will participate in all aspects of the gift cycle to secure gifts in the \$500-\$1,000 range, which include:

- Identifying and researching donors and prospects
- Initiating contacts with potential and current donors
- Developing appropriate cultivation strategies, including working with volunteers
- Moving potential donors in an appropriate and timely fashion toward solicitation and closure
- Making solicitations
- Acknowledging donors when contributions are made
- Maintaining stewardship contacts with donors

The Annual Giving Manager reports to the Chief Development Officer and will assume an integral role in The Senior Source's fundraising efforts. The Annual Giving Manager will join a talented, dynamic and team oriented development office. The ideal candidate is a thoughtful, articulate and experienced fundraiser who demonstrates the ability to organize a dynamic constituency toward a common goal.

**Responsibilities:**

To develop and personally manage a portfolio of prospects, along with strategic cultivation and stewardship activities to solicit, secure, and close annual gifts.

- Works with the Chief Development Officer and development staff, and when appropriate, The President and CEO, to identify, cultivate, solicit and provide stewardship for annual donors.
- Works closely with development staff to support departmental goals and objectives, and attends all development activities of the agency.



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- Together with the Chief Development Officer, works to develop and implement the structure for growing the agency's annual giving program, including developing and personally managing a portfolio of mid-level prospects and donors. Portfolio management will include strategic cultivation and solicitation activities to secure new gifts, in addition to stewardship activities to ensure the retention and increase the giving of existing donors.
- Together with the Chief Development Officer, works with communications and marketing department to develop and implement a philanthropic communications plan via various channels (mailings, broadcast emails, social media posts, etc.)
- Works with the Chief Development Officer as well as the Development Manager for Operations to track and prepare regular reports to review progress toward goals, identify areas of concern, and revise strategies as needed.
- Works with development committee and board volunteers on identifying and soliciting prospects.
- Works with the Development Manager for Operations to regularly reconcile with the finance department.
- Represents the organization externally with prospects, donors, and the overall community.
- Assists fellow team members when large scale fundraising initiatives take place.
- Attends regular agency staff meetings, department meetings and applicable in-service trainings.
- Participates in agency-wide events.
- Performs other activities as requested by the Chief Development Officer or the President and CEO.

### **Qualifications**

- A bachelor's degree is required. Ideally three to five years' experience in fund raising, along with demonstrated success in building relationships, cultivating and securing gifts.
- Must be able to develop excellent rapport with prospects, donors, board members and volunteers and to interact with them on a professional and social basis, effectively, confidentially, and with ease and comfort.
- Excellent oral and written communication skills, along with customer service and team skills, are required.



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**Work Environment**

Office; travel in the greater Dallas area is required (between 40- 60%).

Some evenings and weekends are required to support donor events.

The Senior Source is an EEOC service provider/employer. If interested, please submit a cover letter, salary requirements and resume to [srussell@theseniorsource.org](mailto:srussell@theseniorsource.org)