



Inspiring all girls to be strong, smart & bold

Girls Incorporated of Alameda County

Annual Campaign Manager Job Announcement

POSITION TITLE: Annual Campaign Manager
REPORTS TO: Chief Development Officer

AGENCY BACKGROUND

Founded 50 years ago, Girls Incorporated of Alameda County is an affiliate of the national Girls Incorporated, the nation's leading expert on issues affecting girls and young women. Through innovative after school programs, Girls Inc. inspires all girls to be strong, smart and bold.

POSITION DESCRIPTION

Girls Incorporated of Alameda County seeks a full-time Development Manager to manage the Annual Campaign including all donor mailings and events. Requires a high degree of organization and management skills, excellent computer skills, outstanding written and communication skills, ability to staff and manage volunteer committees, and participate in an 8-person development team. Excellent salary and benefits.

QUALIFICATIONS AND SKILLS

- Must have extensive (minimum 3 yrs) job experience with primary duties in fundraising and management
- Knowledge of relevant tracking and management systems; experience in Raiser's Edge software preferred
- Ability to set and manage priorities
- Ability to deal diplomatically and effectively with a variety of individuals
- Excellent interpersonal skills, detail oriented, self-motivated
- Supervisory skills and experience
- Excellent verbal and written communication skills
- Ability to work independently, under pressure and handle multiple projects simultaneously
- Strong computer /word processing skills
- BA/BS or equivalent
- Must have a Ca Driver License, clean driving record, auto insurance and reliable transportation

POSITION ACCOUNTABILITIES

- Manages fundraising activities including individual donations and events
- Manage Direct Mail and Acquisition campaigns
- Set and monitor goals for Annual Campaign
- Create and manage strategy for donors giving under \$500 including determining prospects and dollar goals
- Organize donor mailings and analyze results
- Manage donor correspondence including: newsletters, e-newsletters, solicitations, invitations, etc.
- Organize thank you phone bank
- Write and edit solicitation and thank you letters
- Ensure donors are solicited and thanked in an accurate and timely manner
- Establish and monitor revenue and expenses documents

- Manage donor events and volunteer committees
- Create and monitor team calendar of events and mailings
- Lead team building projects, manage team retreat, monthly meetings, etc.

SALARY RANGE: \$45,000-\$60,000 depending on experience

BENEFITS: Medical and dental, vision, vacation, sick and holiday pay, 403(b) plan with employer match.

Fingerprinting and a criminal background clearance required.

To apply: Submit a résumé, cover letter, and salary history to:

Janelle Cavanagh
Chief Development Officer
jcavanagh@girlsinc-alameda.org

Girls Inc. is an affirmative action/equal opportunity employer. For more information about Girls Inc., please consult our web site at www.girlsinc-alameda.org