

ReconcilingWorks

Position: Annual Fund Director

Since 1974, ReconcilingWorks: Lutherans for Full Participation has advocated for the full welcome, inclusion, and equity of lesbian, gay, bisexual, transgender, and queer (LGBTQ) Lutherans in all aspects of the life of their Church, congregations, and community. In relationships built through outreach and education the Reconciling in Christ program is in partnership with almost 800 setting around the country. An independent, Lutheran, membership-supported organization, ReconcilingWorks is committed to strengthen all of God's beloved for authentic, visible, faithful lives and to work for systemic change within the church and society.

Job Summary:

The ReconcilingWorks Annual Fund Director's primary responsibility is the strategic execution and management of a comprehensive annual giving program. This includes oversight of supporting initiatives in the areas of development services and donor relations (and management of a staff person or volunteers – who do they oversee?).

The Annual Fund Director develops and executes an annual plan to meet fundraising goals set collaboratively with the Executive Director and approved by the Board. ReconcilingWorks annual fund incorporates a coordinated matrix of communication and solicitation strategies involving email, direct mail, phone/mail, personal visitation and volunteer engagement, all focused on shaping a sustainable tradition of annual support.

In addition, the Annual Fund Director will foster the growth of best practices in the supporting areas of gift processing, data management and donor relations for all gifts made to the organization including annual, legacy and major gifts. The successful candidate will have a keen appreciation for annual giving as the foundation to successful major and gift planning programs.

The Annual Fund Director provides strategic direction and long-range/short-range planning for all these areas in the context of growing the annual giving program while supporting the greater development and campaign goals of ReconcilingWorks. The Director is responsible for ensuring success measured by total dollars, percentage participation, consistency of giving and average gift size. Success for the administrative services will include clean data, ease of access to data and timely donor stewardship.

This position reports to the Executive Director of ReconcilingWorks and supports the Development Committee of the Board of Directors.

Key Responsibilities include:

Work with Executive Director and Board to set annual giving goals. Build strategic and tactical plans for achieving these goals based on an annual comprehensive plan that utilizes the analytical resources available through the database, consultant advice, and personal experience with best practices.

Create targeted solicitation strategies and communications in a sophisticated and effective fashion for specialty constituencies, focusing on market segments identified as having potential for the greatest growth. Oversee all annual giving, development services and donor relations programs tailored to the

needs of specific segments including class agent program, senior gift and other programs, monthly donors, long-time members, ministry settings and leaders, legacy donors and others.

Manage a prospect portfolio with annual goals for personal visits and giving outcomes.

Supervise the supporting development administrative functions including data entry, report writing and generation, gift processing, donor stewardship, and all additional aspects of the organization's constituent relations software, for donors at all levels.

Formulate and execute a communications program supporting annual giving.

Work effectively with major gifts team and the Development Committee to gain strong participation in annual giving for moving donors to higher giving levels.

Create, develop and execute a highly effective and sustainable volunteer cadre to support annual giving.

Qualifications:

Bachelor's degree required. Strong managerial, leadership and supervisory skills necessary. Demonstrated organizational and communication skills as well as ability to work with and motivate other development professionals and volunteers. Excellent skill and understanding of computer and constituent software required. Ability to work independently and within a team environment. Willingness and ability to travel and to work nights and weekends, as required. Five years of fund raising and/or educational experience required.

Ability to work cooperatively to achieve common goals; support cooperation, collaboration and the sharing of information while providing the best quality product available and continuously upgrade standards to maintain quality, in all areas of responsibility.

Ability to provide direction and motivation to others through communication, modeling appropriate behavior, optimism and high achievement.

Understanding of donor database management, gift processing and donor relations. Experience with eTapestry preferred.

Openness to new ideas and their implementation. Ability to react and adapt to changing situations appropriately.

Ability to listen carefully to and understand donor needs, both internally and externally, and proactively respond to those needs in a consistent and timely manner.

Demonstrated analytical and fund raising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.

Ability and interest in managing, developing, motivating, and mentoring staff.

Compensation:

1. Salary: Commensurate on experience
2. Bonus: Up to \$5,000 annual bonus based on performance
3. Vacation: 10 days
4. Sick Leave: 6 days
5. Retirement:
6. N/A

While this position has been historically located at the National Headquarters in Saint Paul, MN, applicants may propose other options.

To apply please submit a cover letter and resume to operations@reconcilingworks.org

ReconcilingWorks provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, ReconcilingWorks will provide reasonable accommodations for qualified individuals with disabilities.