



Camp Manito-wish YMCA, Inc.

Job Description

Position Title: Director of Annual Giving and Alumni Engagement
Job Status: Full-time Exempt
Reports to: Development Director

Position Summary

Provides strategic direction, execution, and management of a comprehensive, integrated annual giving and alumni engagement program. The director understands the impact of these activities on building the philanthropic foundation for Camp Manito-wish, including its potential for major and planned gifts. Works collaboratively with staff, alumni, board, volunteers, and donors to ensure efforts are reflective of the Manito-wish mission and vision.

Essential Functions

The following is a list of the major responsibilities of the Director of Annual Giving and Alumni Engagement:

- In collaboration with the Development Director, provide direction, execution, and measurement of a comprehensive annual giving campaign and alumni engagement program.
- Ability to build and maintain rapport with donors.
- In collaboration with the Marketing and Recruitment Director, develop a coordinated mix of communication and solicitation strategies involving email, web based, direct mail, phone, video messages, and volunteer engagements focused on delivering a sustainable tradition of annual support.
- Implement and maintain best practices in the areas of gift processing, data management and donor relations as it relates to annual giving and alumni engagement.
- Provide strategic direction with the intention of growing the annual giving program while supporting the greater development needs of the organization.
- As part of the budget process, in collaboration with the Development Director and Chief Executive Officer, set the annual giving goal, implement, and execute.
- Plan and implement a variety of alumni gatherings and events throughout the country.
- In collaboration with the Development Director, selected staff and volunteers, plan and implement a variety of events, including reunions, Fires of Friendship Circle events, and annual dinners.
- Manage the Camp Manito-wish digital and physical archives housed primarily in the John F. Michler Heritage Center.
- In collaboration with the Marketing and Recruitment Director, assist in gathering content and testimonies from Alumni for major print articles such as the Tripper- Bi-Annual Newsletter and Astonisher-Annual Calendar.
- Develop and maintain strong relationships with a network of volunteers to achieve Annual Fund Drive plans and alumni engagement initiatives.
- Serve on various task forces as appropriate established by the Board of Directors.
- Represent Manito-wish by sitting on appropriate boards, attending and presenting at appropriate conferences, and engaging in development related committee work.

Know-How

To perform satisfactorily, the Director of Annual Giving and Alumni Engagement should bring the following experience or skills to this position:

- A combination of education and experiences necessary to lead the Annual Fund Drive annual campaign and Alumni Engagement initiatives.
- Ability to work collaboratively to achieve common goals.
- Understanding of database management, gift processing, and donor relations.
- Highly organized with a strong attention to detail.

- Excellent listening skills, confidence, honesty, and follow-through.
- Ability to react and adapt to changing situations appropriately.
- Demonstrated analytical and fund-raising skills with the ability to recognize and act on giving trends and opportunities.
- High degree of comfort and experience with computers, and a variety of software.
- Ability to travel occasionally to events, willingness to work nights, and weekends as needed.

Effect on End Results

The effectiveness of the Director of Annual Giving and Alumni Engagement in the fulfillment of this position measured by:

- The degree to which the annual giving goals are met.
- The success of alumni engagement events as measured by attendance, growth, and quality.
- A steady growth of alumni engagement and annual giving.
- The degree to which volunteers are utilized to support Annual Fund Drive and engagement events.

Position & Benefit Information

This position is anticipated to start January 1, 2024 and will offer the ability to overlap with the current Director of Annual Giving and Alumni Engagement for two weeks in interest of quality training and onboarding.

Salary range is between \$55,000-\$59,000 with a full benefits package including health, dental, LTD, life insurance, retirement plan and PTO.

This is an onsite position. On camp housing is not available.

Please submit a resume and cover letter to Jeff, Development Director at jeff.pereles@manito-wish.org prior to September 30th at 12:00 noon.