



Job Title: Annual Giving Manager

Department: Development/Administration

Reports To: Development Director

FLSA Status: Full-time; Exempt

Salary Range: \$53,000 – \$58,000

Prepared Date: 01/07/53002022

Organization Description:

With more than 26 million refugees worldwide waiting to begin new lives and an increasing workforce shortage in Minnesota, the Institute's programs and mission are more important than ever. Since 1974, the International Institute of Minnesota has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services have helped more than 15,000 immigrants apply for U.S. citizenship since 2001. As a nationally recognized leader in education and workforce development, the Institute has trained and placed more than 3,000 New Americans into healthcare careers in Minnesota. The Institute is currently undergoing a \$12.5 million capital campaign to expand its Como Avenue facility to serve 500 additional participants in its education and career pathways annually.

Purpose:

The Annual Giving Manager is a new position in the Institute's growing Development team. The position is responsible for implementing the work and systems to acquire new donors, retain and steward existing donors, and reach annual revenue goals. The position writes campaign appeals, stewardship content, and acknowledgements. This position concurrently manages the Development database. Given its dual functions of annual fund and database management, the position plays a key role in evaluating and improving the effectiveness of the Institute's annual fundraising strategies. It is one of five employees in the Development team, inclusive of individual giving, grants and contracts, communications, and volunteer programs.

Duties and Responsibilities:

1. Annual Fund Coordination (40%)

- Write, edit, and coordinate six annual appeals. Increase overall contributions from individuals, improve donor retention, and acquisition.
- Manage and grow the Institute's sustaining (monthly) donor program.
- Prepare and send timely and accurate calendar year end giving/renewal statements.
- Provide support to the Institute's annual International Women's Day fundraiser, scheduled to resume in March 2023.
- Advise strategic plans and target goals for the Institute's revenue budget.

2. Donation Entry and Database Management (30%)

- Establish standards and procedures for donation entry, train other users, and improve the Development team's use and effectiveness of NeonCRM as the organization's "super user."
- Lead donation entry and accuracy in cooperation with the Institute's Finance Assistant.

- Utilize NeonCRM, the Institute’s fundraising database, to generate mailing lists, segment and track donor audiences, prepare accurate donor lists for annual report, and provide quarterly reports and analyze program effectiveness.
- Utilize NeonCRM to create and integrate digital campaign forms and peer-to-peer fundraising capability.

3. Donor Relations (20%)

- Communicate with donors in person, over the telephone, and through email, sharing the ways donations advance the Institute’s mission and ensuring donors’ experiences are positive and their contributions are recognized.
- Write and administer donation acknowledgements in accordance with stewardship practices.
- Steward donors contributing through employee giving programs and third-party platforms, including acknowledging gifts and administering matching gift applications. Uniquely acknowledge and recognize tribute and memorial gifts.
- Engage volunteers and Board members in coordinating donor stewardship activities.

4. Prospect Identification and Research (10%)

- Identify donors with leadership giving potential and research prospects’ priorities and capacity.
- Draft prospect research memos to prepare agency leaders for donor cultivation and stewardship.
- Involve agency leadership, employees, Board, and community in identifying and deepening connections with prospective donors.

Requirements: *(Experience and Qualifications):*

- Fully vaccinated for COVID-19.
- Strong commitment to the Institute’s mission, its cross-cultural community, and advancing equity and inclusion.
- Excellent written, verbal, and interpersonal communication skills. Demonstrated ability to develop positive relationships with Institute donors, staff members, and organization supporters.
- Previous experience administering a donor or CRM database.
- Ability to problem solve, learn software functionality quickly, be flexible, and develop systems that evolve a growing team and organization.
- Strong attention to detail, effective time manager, able to lead and consistently meet deadlines.

Preferred Experiences:

- Annual fund management.
- People who currently or previously held positions as development coordinator, database coordinator, or development assistant for a development program.

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEO Statement:

The International Institute of Minnesota is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Former refugees, New Americans, and people of color are highly encouraged to apply. Send cover letter, resume and two professional writing samples to CErtz@iimn.org. Please include "Annual Giving Manager" in the subject line. No phone calls or walk-ins please. Position is open until filled.

Revised: 1/7/2022