

## Inner City Christian Federation Job Description

**Job Title:** Annual Fund Manager  
**Department:** Administration  
**Reports To:** Vice President of Advancement  
**FLSA Status:** Exempt

**Summary:** The Annual Fund Manager will be responsible for advancing the vision and mission of the Inner City Christian Federation through effective fundraising. This individual will be expected to cultivate, retain and upgrade current donors as well as connect our organization with new donors.

### **Essential Duties and Responsibilities**

- Manage annual fundraising for the Inner City Christian Federation specifically working with individual mid-level donors, corporations, churches and community groups. Increase annual giving by utilizing various strategies and tools including but not limited to semi-annual appeals, corporate sponsorships, monthly giving club, direct mailings, and third party events.
- Manages the preparation, information gathering, writing, editing and publishing of all solicitation mailings including but not limited to: annual campaign solicitation letters and newsletters in collaboration with the Advancement Assistant and the VP of Advancement.
- Manages individual and corporate gift cultivation, solicitation and stewardship, including semi-annual analysis of donor attrition, retention, and tactics.
- Assist with all fundraising events such as gala, lunch and learns, golf outings, dine outs etc.
- Works with communication team on developing and reviewing social media strategies.
- Works with Volunteer Coordinator on the cultivation of volunteer groups – some non-traditional hours per month sharing the mission of the ICCF (nights/weekends).
- Works collaboratively with the Advancement Assistant and Stewardship Coordinator with donor recognition programs and thank you process.
- Works to establish strategy for giving groups including but not limited to Families First Giving Club, United Way donors, employee giving groups.
- Works with Advancement Assistant to pull data reports from database system and prepare reports for VP of Advancement, Board of Directors and President/CEO
- Works with VP of Advancement to establish strategy to meet annual fund goals for the organization.
- Works with Fund Development Committee and VP of Advancement on donor development.
- Supervises interns as needed.
- Attend weekly Advancement planning meetings and monthly development department meetings.
- Assist with the preparation of the Annual Report in collaboration with VP of Finance, VP of Advancement and President/CEO.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities at this time.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education**

Bachelor degree required, CFRE a plus

## **Experience**

3 to 5 years of experience working in the non-profit sector as a fundraiser.  
Knowledge of fund development principles and public relations.

## **Competencies**

- Strong organizational, administration, telephone and interpersonal communication skills, detail and "big picture" oriented.
- Must be able to effectively interact with a diverse populations from a variety of ethnic and socioeconomic backgrounds.
- Well versed in computer programs, Microsoft a must and Raiser's Edge a plus.
- Skill in preparing written reports and presentations.
- Solid writing, editing and presentation ability.
- Professional demeanor, flexible and able to respond to multiple demands.
- Able and willing to take responsibility.
- Be organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Certificates, Licenses, Registrations**

Valid Michigan Driver's License

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**COMPENSATION**

Salary commensurate with experience.

ICCF offers a benefits package that includes medical/dental/vision insurance, benefit time (vacation and sick leave) and retirement.

Interested candidates should send a cover letter and resume to [hr@iccf.org](mailto:hr@iccf.org). ICCF is an EEO employer.