



## Annual Giving & Stewardship Manager

### Organization Overview

The Scleroderma Foundation is a national 501(c)(3) nonprofit organization serving the needs and interests of those living with scleroderma. It has a three-fold mission to provide peer support, advance education and awareness of the disease among multiple stakeholders and the public, and fund research to find the cause, better therapies, and a cure. The Scleroderma Foundation is headquartered in Danvers, Massachusetts (metro Boston area) and has a national network of 19 chapters and 160 support groups.

The Scleroderma Foundation is committed to fostering a diverse workplace. Our commitment to inclusion across race, gender, age, religion, identity, and experience helps us advance our mission.

### Position Summary

Reporting to the Director of Development & Major Gifts, the Development Manager will have primary responsibility for donor relations and annual fund. This position oversees the out-sourced direct mail program and has primary responsibility for developing online/web-based campaigns for a national donor pool. The Development Manager is also responsible for donor relations including cultivation and stewardship for all donors. A cross-departmental role that works collaboratively with the database team to implement and ensure compliance with data-entry policies and procedures related to development efforts. This position works directly with donor portfolios up to \$1,000. In collaboration with the Director of Development s/he works closely with chapter leadership to develop and implement philanthropic strategies for donors from \$1 - \$1,000 through direct mail and digital fundraising.

### Primary Responsibilities

Under guidance and supervision of the Director of Development & Major Gifts, the Development Manager will:

1. Create, implement, and evaluate a complete donor cycle for donors \$1-\$1,000 including research, cultivations, solicitation, stewardship, and acquisition.
2. Oversee the Foundation's annual fund campaign (direct mail and digital), including management of the out-sourced direct mail vendor. Meet annual metrics and goals established for the annual fund including but not limited to average gift, retention, upgrading, downgrading, total donors, total raised, ROI.
3. Draft cultivation, appeal, and stewardship correspondences.
4. Utilize Raiser's Edge to maintain appropriate data entry for notes, cultivation activities, volunteer solicitor actions, and appeals, required for sound donor and prospect cultivation.
5. Produce all reporting tied to data required for creating philanthropy plans as well as for board, committee, and leadership meetings.

6. Participate in any special event planning and implementation and other departmental or Foundation activities as needed.
7. Actively participate as a member of the Development Team.
8. Participate in staff meetings, training and other activities as directed.
9. Manage the stewardship process for all donors including receipt letters, thank you notes, and all other appropriate stewardship correspondences.
10. Support the Director of Development and Major Gifts with other fundraising initiatives as assigned.

### **Candidate Profile**

1. Bachelor's degree and a minimum of three years of relevant development experience.
2. Strong ability to interact with stakeholders in a manner that promotes affinity and positive relations for the Foundation.
3. Excellent computer skills.
4. Experience in online and virtual fundraising initiatives including social media giving.
5. Strong written and verbal communications skills with the ability to write concise, logical, grammatically correct proposals to solicit gifts and acknowledgements to maintain donor relationships.
6. Experienced editing skills for correspondences.
7. Ability to work independently and take initiative for project-based work.
8. Adept at problem solving and creating best fundraising practices.
9. Work well within a team and small office environment.
10. Willingness to travel occasionally both regionally and nationally for the purposes of participating at Foundation functions.
11. Intentional about staying abreast of current trends in philanthropy.
12. Strong proficiency in Microsoft Word, Excel, PowerPoint, and relationship databases, with preferred experience in Blackbaud-related database environments.

This position is based out of the National Office in Danvers, Massachusetts.