



## **Annual Fund Manager Job Description**

Family House serves as a home away from home for families of children with cancer and other life-threatening illnesses by providing physical comfort and emotional support, free from financial concerns. Family House is more than just a place to stay – it's a supportive community of people who are dedicated to providing a compassionate environment for the entire family while their child is undergoing treatment.

Family House is a small staff of caring, collaborative and growth-oriented team members dedicated to serving critically ill children and their families who come from all over the world to be treated in San Francisco. We are looking for fellow colleagues who possess a strong commitment to embodying our values of compassion, community and access.

### **Job Summary**

Family House is looking for an Annual Fund Manager to help collaborate and execute Family House's fundraising strategy with a focus on fundraising communication and database operations.

In this role, the Manager will be responsible for donor strategy, planning renewal and special campaigns, and donor stewardship for our annual fund donors and prospects as well as managing individual gift pipelines, reporting, analytics, and all CRM database operations for the Development Department to support the attainment of all annual revenue goals. In partnership with the Chief Development Office (CDO), they will oversee appeals and stewardship list segmentation, ensuring that all donor communications are thoughtfully and strategically reaching correct audiences and assist with the implementing business processes that allow the Development Department to be more efficient and effective in all aspects of Family House's fundraising efforts including individual, corporate and foundation support. This is a full-time, exempt, hybrid position and will be required to work in the office at least three days per week.

The critical success factors of this position include strong project management skills, excellent attention to details, database knowledge, and the ability to directly manage donor-related tasks. This role requires experience and knowledge of CRM database, preferably Salesforce.

### **Reporting Relationship**

The Annual Fund Manager shall report to the Chief Development Officer.



## **Essential Duties and Responsibilities**

### **Revenue Generation (60%)**

In partnership with the CDO, oversee a portfolio of annual fund donors giving up to \$5,000 to ensure that proper cultivation and stewardship is provided, including the planning and execution of a multi-channel solicitation system (renewal, upgrade, and additional gift) and other select campaigns to meet revenue goals.

Manage the writing of all donor written and digital communications including renewals, e-appeals, acknowledgements, and project reports. Work closely with the CDO and Marketing Manager on stewardship communication materials such as newsletter, annual report and quarter communication pieces.

Work closely with the CDO to develop and execute an annual fundraising plan designed to grow the base of individual donors, including increasing touchpoints beyond events and end-of-year appeal.

Actively participate in major fundraising events including assisting with cultivation, solicitation and stewardship of sponsors and attendees; solicit auction and in-kind donation when needed and assist with day of activities.

### **Development Operations (40%)**

Support CDO in building and sustaining relationships with institutional, individual, and corporate funders by assisting with strategizing and maintaining moves management system and actively reviewing and updating the donor pipeline including assisting with prospecting and research tools to enhance the capacity of the development office.

Develop and track proposals, deadlines and reports for all Foundation and Corporate fundraising as well as support Individual Giving/Major Gift Cultivation by tracking touch points, solicitations and stewardship activities including annual review and revamp process when needed to maximize fundraising team efficiency

Provide senior management with donor analytics, dashboards and revenue reports to maximize targeted and efficient fundraising decisions by identifying and development fundraising reports and other database reports as needed.

Run regular Development reports for Board of Directors Meetings, Development Committee and Events committees. Attend Board of Director and Board Committee meetings as well as funding calls as assigned.

Create and deliver detailed and accurate reports for segmented mass market fundraising efforts, events and targeted personal appeals to targeted audiences.



(Please note that management reserves the right to change, modify, and/or alter any of the duties listed above to meet business demands).

## **QUALIFICATION REQUIREMENTS:**

### **Education and/or Experience**

- Minimum of four years' experience in fundraising/development in the annual fund or major gift area or Bachelor's degree in related field
- Advance proficiency in CRM management, reporting and analysis, preferable with Salesforces and familiarity with data technology platforms and software such as Constant Contact, Microsoft Suite, Zoom, and Classy.
- Excellent writing and editing skills with excellent attention to detail, copy editing and experience writing in multiple "voices"
- The individual should be energetic, self-directed and assertive, and also flexible, creative and understanding.
- Communication and interpersonal skills must be at the highest possible level: ability to communicate with a variety of individuals required.
- Excellent project management and organizational skills, and ability to manage multiple competing assignments, projects and deadlines required.

### **Employee Benefits**

The salary range for this position is \$100,000 - \$115,000 based on experience. In addition, Family House offers a competitive, comprehensive benefits package including: healthcare benefits, flexible spending accounts, 403(b) plan with an employer match, accrued sick leave and vacation and disability coverage.

### **Equal Employment Opportunity**

Family House Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information. Family House seeks candidates whose skills, personal and professional experience, have prepared them to contribute to our commitment to provide compassionate heartfelt care and hospitality to the families and team we serve.

### **Commitment to Diversity, Equity, and Inclusion**

At Family House, we embrace the diverse backgrounds, cultures and experiences of every person that walks through our doors. We are committed to building an inclusive community, nurturing a culture that is welcoming and supportive, and engaging in dialogue that deepens our understanding of each other and our roles in strengthening our home and life for all.



## **Application Process**

Please email resume and cover letter to Jon Hodo at [jhodo@familyhouseinc.org](mailto:jhodo@familyhouseinc.org)

## **Application Deadline**

End of business on Monday, February 28, 2025.