



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Associate Director, Annual Giving

Department: Development

Reports to: Director of Development

Status: Full-Time, Year Round

Location: Currently remote/hybrid and based in Santa Monica office with occasional trips to Camp located in Lake Hughes, CA

Date updated: 3/11/2022

We are searching for a highly motivated and experienced individual for our Associate Director of Annual Giving. This position is responsible for leading and executing annual fund solicitation mailings, email campaigns, and department-wide stewardship and donor recognition projects. This position works closely with the Director of Development to execute a comprehensive and integrated annual giving program with the goal of exceeding annual revenues and increasing participation, retention, and long-term financial growth of individual donors. This position also leads and manages the Development Assistant.

Summary: Lead strategic efforts for annual giving, including execute mail/email solicitations and stewardship projects.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Fundraising

- Produce 2-4 multi-channel solicitations, working with outside vendors for mailing and other department staff for assistance. Write copy, coordinate design elements, strategize list data, and segment lists thoughtfully and strategically. Coordinate Board participation in appeals.
- Produce various email/online giving campaigns with the same requirements as above.
- Oversee the monthly donors program with a goal of increasing participation.
- Maintain portfolio of individual donors to steward and solicit personally.
- Assist Director of Development with regular analysis and reporting on individual giving and strategize and execute methods to increase giving from individual donors.
- Assist with major gift and capital campaign fundraising through identification, research, and strategy development.

Stewardship and Recognition

- Plan, write, design, and execute various stewardship gifts and communications including, but not limited to: reports, annual report, invitations to visit Camp, postcard mailers, camper profile pieces, holiday cards, greeting cards, award nominations, etc.
- Monitor and maintain the stock of stewardship items and order as needed.
- Produce annual Honor Roll of Contributors/Annual Report by generating the list for Raiser's Edge, designing alongside Communications staff, reviewing and checking listings, and coordinating department review.
- Assist Development Director with major gift and capital campaign donor recognition.

Administrative

- Oversee the budget and expenses for all projects above.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

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.

- Minimum 3-5 years of experience in annual fund, written solicitations, donor relations, non-profit marketing/communications, and project management.
- Experience managing online fundraising campaigns.
- Experience with Raiser's Edge preferred.
- This position requires tremendous attention to detail, organization, and process management.

Education/Experience: Bachelor's degree (B. A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

Salary commensurate with experience.

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to alexism@thepaintedturtle.org. Please visit The Painted Turtle's website at www.thepaintedturtle.org to learn more.