



<b>Job Title:</b>	Annual Giving & Events Manager
<b>Department:</b>	Development
<b>Reports to:</b>	Director of Development & Community Relations
<b>Schedule:</b>	Full-time, 40 hours/week, flexible schedule negotiable
<b>Salary/Benefits:</b>	\$58,240 - \$64,480 range, DOE PTO/9 Paid Holidays/2 Personal Days Health/dental insurance (50-75% paid), 403(b) Retirement Option

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## **About Us:**

**EBC helps kids reach their full potential tomorrow by meeting their needs today.** The immediate, tangible assistance kids and families receive through EBC provides the tools caregivers need to care for their family, and the essentials kids need to grow up healthy. Through a network of agency partners, more than 1,700 children each month get what they need, when they need it. Founded in 1990, EBC annually distributes nearly 150,000 product orders for kids in central Puget Sound. Because of EBC, children, ages birth through 12 are warm, safe, and healthy.

EBC – Eastside Baby Corner is committed to advancing equity through our work. We value a diverse workforce and an inclusive culture, and are committed to inclusion, diversity, equity, and access in all areas of our and workplace culture. Individuals from all cultures and communities are warmly encouraged to apply.

## **Position Summary:**

Eastside Baby Corner is seeking an exceptional **Annual Giving & Events Manager** with a deep commitment to helping kids reach their potential and experience in managing events and engaging annual gift commitments from individual donors of all giving levels.

The Annual Giving & Events manager will work in partnership with leadership in cultivating, soliciting, and stewarding individual donors and to help plan and manage fundraising events. Events may include one or more large fundraising events, house parties, stewardship events, and donor appreciation events.

Under Annual Giving, the position is responsible for annual giving campaigns with a focus on individual donors, which may, include giving days (such as GiveBIG) and direct solicitations. The manager is responsible for the success of Cornerstone, EBC's monthly giving program, and workplace giving efforts with a focus on both retaining current members and acquiring new donors.

The work of the annual giving manager is centered in donor relations, providing excellent customer services and stewardship with a goal of retaining current donors and acquiring new donors.

This role is critical to the team's success, providing strategy, critical thinking and excellent communication and interpersonal skills. This senior level position reports to the Director of Development & Community Relations.

*Eastside Baby Corner is an Equal Opportunity Employer. Qualified candidates receive consideration for employment without discrimination based on age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the non-job-related presence of any sensory, mental or physical disability, or any other characteristic protected by law.*

## **Major Areas of Responsibilities**

### **Annual Giving Program**

- Manage annual fund strategy in collaboration with the Director of Development, including a calendar of communication, campaigns and appeals (direct mail, website, social networking sites, and email campaigns, etc.) to acquire, cultivate, and steward individual donors to achieve revenue and retention goals.
- Practice excellent donor relations to inspire renewal and upgrading of gifts through meaningful donor cultivation and engagement.
- Oversee key giving opportunities, including workplace giving and peer-to-peer fundraising. Achieve revenue and participation growth goals for the Cornerstone Monthly Giving Program; manage the program, including stewardship and administering benefits; and engagement and communication with new and current Cornerstone members.
- Work with individual donors to support specific campaigns, which includes outreach such as phone calls, email messaging and in-person meetings.
- Writing responsibilities include but are not limited to mailed and digital appeal letters, posts and/or blogs, and donor acknowledgement letters.
- In tandem with the development and the program team, build relationships with corporate volunteers, encouraging deeper involvement with EBC through volunteer hour matching; workplace giving; and individual giving.
- Coordinate campaign outreach activities; develop personal and specific communication with potential and current workplace donors for acquisition and retention of donors.
- Provide tours, open houses and other donor cultivation/stewardship opportunities
- Coordinate marketing, outreach and publicity for campaigns with key members of the Development/Communication team, including social media, blogs, or newsletter articles relating to campaigns managed by the Officer.
- Other duties as assigned

## **Events:**

Provide leadership and project management for fundraising-focused events, including agency events not currently on the annual Development calendar.

- In partnership with the Director of Development & the Development Team, lead project management of the major event or events related to all external aspects of the event and participant relations/experience to achieve revenue and relationship goals.
- Planning and project management of the fundraiser events includes timeline management, venue and catering logistics, invitations and other collateral, volunteer assignments, general pre-production details, auction or raffle procurement efforts as appropriate, and day-of event management.
- Event management includes the staffing of event committees; supervising implementation of event management software/online platforms or other technology tools; donor and partner outreach; and coordinating with other team members on sponsorship, marketing, outreach and publicity.
- Identify, recruit, and steward existing and new event volunteer leaders such as team or table captains. Serve as primary point of contact for all guests, vendors, and community partners. Support committee, board, and EBC leadership team with event guest recruitment.
- Plan and coordinate small or personal events, such as house parties, as appropriate; planning will include working with donors, members of the Board of Directors, and/or recruiting volunteers
- Lead evaluation of all events and recommend shifts and changes as appropriate.
- Plans and tracks budget, costs, and revenue for events

## **Other Duties**

- Tracks event, and stewardship data in RE NXT database, including activities, comments, correspondence and other actions.
- In partnership with leadership, develop revenue and expense goals for Annual Giving and Events.
- Provides reports and weekly updates and monthly Board reports on activities, revenue and expense goals to Director of Development
- Other duties as assigned

## **General Responsibilities**

- Perform the role in a way that reflects the values of EBC
- Develop and maintain good working knowledge and real-time awareness of EBC's current initiatives and objectives
- Collaborate with and across teams to achieve the mission, vision, and fundraising goals of the organization
- Demonstrate teamwork and open communication
- Demonstrate organizational skills and a have detail-oriented approach.

- Handle highly confidential materials and maintain confidences.
- Assists the Director of Development & Community Relations as needed

**Working Conditions** *(conditions that may impact the job, including physical requirements or conditions)*

- While performing the duties of this job the employee is in a typical office environment and is required to regularly sit, talk, or hear. Requires ability to travel between the offices and nearby EBC Hub. Frequent use of computers and related equipment is required. Occasional lifting of up to 30 pounds may be needed. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to perform the essential functions.
- Ability to work evening and weekend hours as needed
- Valid Washington State driver's license, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography
- A background check will be required before hire.

**Qualifications & Competencies**

- At least three years of progressive experience working in fund development, ideally including experience identifying, cultivating, soliciting, and stewarding annual donors; one or more years of experience in event planning and coordination, including budget management for event or campaign.
- Excellent listening and communication skills for building relationships with existing and potential donors and partners and telling the story of EBC.
- Exceptional organizational skills and the ability to manage multiple projects concurrently, set priorities, follow through and meet deadlines.
- Commitment to professional integrity and the AFP Code of Ethical Standards
- Technological savvy and analytical abilities to utilize donor tracking systems and measure progress.
- Proficiency in Microsoft Office and donor database software; experience with Raiser's Edge a plus.

**How to Apply:**

Resumes and cover letters to [HRAdmin@babycorner.org](mailto:HRAdmin@babycorner.org)

Open until filled.