



## **Annual Giving Manager Position Description**

**Location:** Virtual

**Category:** Full-time

**Field:** Non-profit; mission-driven organization

**Reports to:** VP and Chief Development Officer

The **Annual Giving Manager** will focus on strategically expanding the organization's annual giving program to significantly increase its base of annual gifts from individuals. Primary responsibilities will include managing four annual giving campaigns throughout the year, the monthly giving program, workplace giving efforts, and designing a moves management plan for donors who give up to \$1,000 annually. The Annual Giving Manager will raise funds from individuals and families to support CCF by cultivating and stewarding donors primarily via email, online, mail, and phone engagement.

### **About Cholangiocarcinoma Foundation**

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in research, education, and public awareness. The organization's core values are patients first, collaboration over competition, innovation, and urgency. The organization is virtual, with team members in several states.

### **RESPONSIBILITIES**

- Secure new, renewed, or increased funding from individuals through online giving, direct mail, and phone solicitations
- Develop and carry out the annual giving strategy, including determining campaign themes, messaging, communication methods, timelines, etc., with the support of the Chief Development Officer
- Implement a plan to identify, qualify, cultivate, and solicit mid-level donors (\$1,000+)
- Manage monthly giving program and workplace giving efforts
- Plan and execute effective donor recognition and benefit fulfillment for annual giving and monthly giving donors
- Coordinate annual campaign reporting and analysis, as well as database entry of campaign activities and donor communications
- Work with the Chief Development Officer and the Communications team to integrate the organization's marketing and fundraising strategies and assist with executing the plan
- Incorporate other Foundation giving opportunities as part of campaign messaging, including employer matching gifts, planned giving, stock gifts, etc.
- Other duties as necessary to support the Development Department

**Cholangiocarcinoma Foundation**

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.

[www.cholangiocarcinoma.org](http://www.cholangiocarcinoma.org)



## REQUIREMENTS

- Bachelor's degree required
- Minimum three years of development and/or marketing experience required
- Non-profit healthcare or disease-specific experience is highly preferred
- Strong writing skills. Ability to communicate effectively, persuasively, and empathetically in oral and written communication
- Strong organizational and time management skills with exceptional attention to detail
- A professional and collaborative style with an ability to take the initiative and manage multiple tasks/ projects simultaneously
- Strong proficiency in Microsoft Office applications
- Familiarity with CRM (customer relationship management) software
- Flexibility, adaptability, and openness to change
- Background check

## COMPENSATION:

Salary Range: \$45,000 - \$60,000

Benefits: Health Insurance (Medical, Dental, Vision), Life Insurance, Disability Insurance, PTO, and 401(k)

## LOCATION:

The Foundation is a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel as needed.

**To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to [HR@cholangiocarcinoma.org](mailto:HR@cholangiocarcinoma.org).** *All applicants MUST submit a cover letter, resume, and salary requirements to be considered.*

**All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.**

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