



New Mexico Foundation Job Description

Job Title: Annual Giving Manager
Department: Development
Reports to: Development and Operations Director
Location: Santa Fe, NM
Exempt/Non-Exempt status: Non-Exempt, full-time at approximately 32 hours per week

About New Mexico Foundation

Established in 1983, New Mexico Foundation (NMF) supports the diverse people, communities, and nonprofits throughout our state. As the only statewide community foundation, NMF has distinguished itself as a nationwide leader in philanthropy through our trust-based, grassroots approach. We work to improve the quality of life for all residents of New Mexico in three main ways:

- 1) We establish funds to provide grants, partnering with local and national philanthropic organizations to build programs and provide community funding.
- 2) We provide investment management and services for donor-advised funds and agency endowments.
- 3) We sponsor over 70 small community organizations as their fiscal agent while they build capacity over time to stand on their own.

Our Mission

To steward community resources, build partnerships, and create opportunities that transform lives throughout New Mexico.

Position Summary

The Annual Giving Manager works directly with the New Mexico Foundation's (NMF's) Development and Operations Director (DOD) to support the Foundation's Development Plan. The focus of this position includes ensuring the maintenance and growth of the Annual Fund to support NMF's annual operations and to provide marketing communications, website updates, reports on progress, and the management of giving records.

Responsibilities

Marketing Communications

- Identify individual Annual Fund prospects and conduct research necessary to determine donor interest and giving to support annual operations.
- Prepare correspondence for Annual Fund donors, including solicitation (segmented by donor interest), and timely gift acknowledgements.
- Create and send out an Annual Appeal and monthly e-newsletter with an ask. Coordinate creation and production of NMF's Annual Report and mail/email out with an ask.
- Arrange, conduct and/or coordinate meetings with existing and prospective Annual Fund donors.
- Research and carry out new ideas for growing the Annual Fund and donor base.
- Maintain accuracy of donor tracking (Raisers' Edge).
- Help systematize donor acknowledgements, including both letters and emails. Review all donor acknowledgement communications.

- Assist DOD with special projects and events, as needed.
- Update NMF webpage and social media platforms.
- Create artistically consistent digital and print material following NMF graphic standards.
- Identify best media outlets for promotional strategies.
- Assist the entire team, as needed, with providing donor reports, meeting planning, and organizational needs.

Education/Experience Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree or higher educational training
- Ability to write clearly and accurately
- Proficient in the use of Microsoft Office programs
- Experience: Data Management in a nonprofit organization preferred
- Communication Skills: Excellent interpersonal, verbal, and written communications skills Superior and proven customer services skills, including experience in writing customer-oriented policy and procedure documents. Abides by NMF's confidentiality policy.
- Technology Skills: Internet competency and strong computer proficiency, proven experience with Blackbaud's Raiser's Edge or similar software, with a willingness and ability to learn appropriate database, spreadsheet, and other computer programs.
- Teamwork & General Skills: Ability to follow directions. Ability to work well independently and as a team member. Ability to take initiative and follow tasks through to completion.

Qualities:

- Passionate about New Mexico Foundation's Mission
- Motivated and able to take initiative
- Able to multi-task
- Excellent communication and organizational skills
- Experience and sensitivity to the needs and expectations of a multi-cultural work environment
- Excellent electronic communication skills (i.e., email)

Benefits:

- Competitive salary, based upon experience
- Competitive benefit package

How to Apply

To apply for this position, send your resume and a one-page cover letter to Nancy Pope, Development and Operations Director at npope@newmexicofoundation.org

Application Deadline

Monday, September 25, 2023

Equal Opportunity Employment:

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

American With Disabilities Act

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with the applicable law.

Disclaimer: The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. NMF has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.



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Learn more about our work at www.NewMexicoFoundation.org.