



Annual Fund Coordinator

The Annual Fund Coordinator at Winnakee Land Trust will oversee all aspects of the annual fund as well as manage Winnakee's DonorPerfect Database. This work will include annual appeals, special annual fund email campaigns (like #GivingTuesday), and a stewardship process with clear communications about what Winnakee's goals and mission are and how their gifts are helping to fulfill that mission. Their job will include thanking donors with prompt, accurate receipts, and acknowledgements where attention to detail is key. They will be responsible for growing the donor base, renewing and increasing donor support, and strengthening relationships with current donors below the major donor level (Gifts under \$500 with a few exceptions).

Essential Duties and Functions:

- Develop and implement strategies for retaining current annual donors and recruiting and cultivating new potential donors at the annual fund level.
- Manage our DonorPerfect database, including maintenance, list extraction, imports, exports, clean-up and extraction.
- Compose and send out timely receipts and acknowledgements for gifts
- Manage all aspects of general donor events under the direction of the Director of Philanthropy including invites, RSVPs, event planning and execution as well as follow-up with attendees.
- Support the Development Director in the production of high-level donor events providing all support necessary including sending invites, managing lists, handling catering and other events management support as needed.
- Provide a high level of donor service to foster strong relationships with members, prospective members and current and past donors.
- Coordinate year-round communications with annual fund donors, with a focus on retention, renewal of giving, and cultivation of new annual gifts. This includes all annual appeals and other broad outreach for annual support.
- Manage and facilitate fulfillment of stewardship with all donor acknowledgements working in tandem with Director of Philanthropy to perfect the system for acknowledging all types of gifts appropriately and correctly including matching gifts, stock gifts, DAFs, transfers, etc.
- Track and follow-up with employee matching gift programs
- Generate reports from DonorPerfect relating to donor strategy as requested by the Director of Philanthropy
- Other tasks as circumstances require and time permits.

Qualifications:

- Bachelor's Degree or equivalent experience
- Minimum of three years' experience successfully managing non-profit annual fund program.
- Experience managing DonorPerfect, and/or other similar donor database systems.
- Proven track record of engaging and managing donor relationships within an organization
- Excellent verbal and written communication skills, exceptional interpersonal skills, strong organizational skills and attention to detail.

- Demonstrated ability to lead, collaborate, communicate clearly, and build consensus with colleagues, volunteers, and donors.
- Experience with and mastery of Microsoft Office Suite
- Self-directed with the ability to work both individually and as part of a team.
- A strong commitment to the mission of Winnakee Land Trust

Working Conditions/Physical Effort

- Regularly works at a desk
- Occasionally lifts, carries, and moves objects weighing up to 30 lbs
- Some weekend and evening responsibilities
- Valid driver's license and safe driving record
- Sometimes required to hike and/or walk on uneven ground while visiting Winnakee's properties with donors or for events.

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Flexible schedule
- Retirement plan
- Ability to work remotely

Covid-19 Vaccination Requirement

All Winnakee employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position, the Winnakee will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.
- People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

To apply: Send resume and cover letter to Leslie Kidder, Director of Philanthropy at lkidder@winnakee.org by 05/20/2022.