



### **Annual Giving Manager**

Responsible for the successful strategy and implementation of annual fundraising programming including but not limited to: direct and indirect solicitation (print, electronic and individual), gift processing, donor recognition, corporate sponsors, grant writing and stewardship. Successful candidate will have ability to identify, cultivate, solicit and steward donors.

### **Responsibilities**

- Develop and implement plan to solicit, acknowledge, upgrade, renew and increase donations from current and lapsed donors.
- Integrate new donors into mission, steward, engage and upgrade.
- Manage direct media and contact lists for targeted audiences in integrated campaign involving electronic and print media.
- Solicit donors by telephone, in person or in print as appropriate.
- Renew and upgrade corporate sponsors. Ensure appropriate stewardship and recognition.
- Write grant proposals and reports. Manage stewardship process.
- Responsible for creating and managing tracking mechanisms for donor stewardship, recognition and reporting.

### **Qualifications**

- Proficient in development best practices.
- Able to work collaboratively.
- Database management required; proficiency preferred.
- Small office environment requires flexibility, communications and creativity.
- Excellent organization, written and verbal skills.
- Utmost confidentiality and discretion required.
- Bachelor's degree.
- Two-years experience preferred.
- Reliable transportation.

### **About the Indiana Bar Foundation**

Educate tomorrow's leaders. Expand civil justice. Aid the profession. The Indiana Bar Foundation, a 501(c)(3) charitable nonprofit raises funds to provide educational programs for youth across Indiana and legal services for those Hoosiers who cannot afford a private attorney for civil matters. Find more about its mission at [www.inbf.org](http://www.inbf.org).

### **How to apply**

Send cover letter and resume to [Lily Lawson](#), Office Manager, by December 5, 2018. In your cover letter, please address what makes a development professional successful.