

Position Summary:

The Annual & Legacy Giving Manager is an integral part of the JFS Development team with a focus most of their time on donor cultivation, solicitation, relationship, and pipeline management for annual fund donors and planned giving prospects. The position reports to the Director of Development. This team works in a hybrid work model with days in the office/community and working remotely. Colorado residency is required.

Salary Range: \$55,000 - \$85,000

Hiring Range: \$70,000 - \$80,000

Colorado Residency is required.

Please submit your resume with a cover letter letting us know why you are right for this position.

Responsibilities:

- Develop a working knowledge of JFS in general and our funding priorities specifically to articulate a compelling case for support to all donors and partners.
- Collaborate and support systems and processes to grow and strengthen the donor pipeline at JFS through a focus on donor acquisition, donor retention, and gift upgrades.
- Relationship and pipeline management of individual gifts and event sponsorships in the broad range of \$1,000 - \$5,000.
- Activities include prospect and donor research, in-person meetings, donor relationship-building, and active donor stewardship and cultivation.
- Identify and solicit new legacy commitments from a pool of 1,000+ identified prospects using a variety of tactics and strategies.
- Ensure accurate and up-to-date records and documentation for all legacy gifts.
- Meet individual giving metrics for face-to-face visits and solicitations as well as donor acquisition and retention strategy creation and implementation for donor upgrade tactics in addition to overall fundraising goals.
- Focus on reactivation, renewal, and upgrading gifts that are given annually, as well as the acquisition of new donors, through targeted solicitations.
- Collaborate with the team in the creation and implementation of all annual appeals, campaigns, and cultivation events.
- Collaborate with the team in the creation and implementation of all JFS fundraising events.
- Other duties as assigned.

Other:

- As Assigned

Qualifications:

Education:

- Bachelor's Degree

Experience:

- 3-5 years experience in development, fundraising, annual giving, or comparable experience.
- Demonstrated ability to identify, qualify, solicit, and steward gifts from individual donors at \$1,000+.
- Ability to understand and interpret trends in individual giving to respond with appropriate moves management and solicitation strategies.
- Ability to create, maintain, and refine systems for growing Individual Giving and Planned Giving levels.
- Technologically adept with strong proficiency in Microsoft 365 and the ability and willingness to quickly learn new systems and technology, including CRM databases, like Raiser's Edge, and project management software.
- Requires a confident, motivated work ethic with a high degree of professional demeanor, diplomacy, and representation.
- Ability to work independently and with a development/marketing team.

- Excellent verbal and written communication skills.
- Lived experiences and/or personal understanding and commitment to equity, diversity, and inclusion and a commitment to incorporating them into internal and external work.
- Willingness to travel for work and events, primarily within the seven-county Greater Denver community.
- Must have your own transportation and maintain insurance on it.
- Must have a current driver's license in good standing.

COVID-19 considerations:

Must be fully vaccinated for COVID-19 (proof required), subject to legally required exemptions.

Agency Overview: JFS is a nonprofit human services organization founded over 150 years ago that serves anyone in need, regardless of their circumstances or religious beliefs. With over 30 programs and services offered, including food security, housing stability, mental health counseling, aging care, employment support, and disability services, JFS takes a holistic approach to assessing the various needs of individuals or families and providing the appropriate services all within one organization. We continuously evaluate the evolving challenges of our community and adapt or develop programs to respond to the needs of the community.

We are actively seeking talented and skilled individuals regardless of creed, race, or religion. We are looking for the person with the right qualifications regardless of background or upbringing. We are a family-oriented organization that is committed to building a multifaceted and diverse workforce. We embrace an organizational culture that prioritizes well-being and highlights the unique contributions of each team member.

Our employees enjoy competitive pay and benefits, including medical, dental, vision, health savings accounts, flexible spending accounts, agency paid Life and Long-Term Disability, Legal/ID Theft, supplemental insurances, extended illness days, 401(k), 21 paid holidays, and a very generous leave program.

JFS is an Equal Opportunity Employer. The Agency does not discriminate based on race, color, religion, national origin, sex (including gender identity), political affiliation, sexual orientation, marital status, age, disability, genetic information, membership in an employee organization, parental status, military status, or any other status protected by law or regulation. We intend that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.