



The Role: As the Annual Giving Manager, you'll have the opportunity to transform the way individual donors engage with the Joe Andruzzi Foundation. Starting with a strong and loyal donor base, you'll be able to contribute new and creative ideas, energies, tactics, and skills as the Foundation looks to grow its giving community. With your experience in mission storytelling and demonstrating impact to potential donors, JAF looks forward to welcoming individuals who want to make a difference in the lives of New England cancer patients through an annual gift. You will find yourself front and center as an ambassador, involved in all aspects of JAF's fundraising strategy and execution, whether working directly with the Chief of Development of Public Affairs or stewarding donors at our signature events. Because you'll be a key ambassador of JAF's impactful mission and generous community, you'll find yourself at ease converting new members to donors in no time at all.

Your Impact: By keeping our leaders on track, you facilitate our ability to support more families, expand our growth, and push closer to a world without financial barriers to cancer care. You'll lead project initiatives, prepare vital briefings, and organize strategic meetings and events that propel our mission forward. Your role is critical in maintaining the momentum of our work, allowing our leaders to focus on strategic decisions and partnerships that enhance our reach and effectiveness.

Join Us: If you're a proactive, detail-oriented professional who thrives in a dynamic environment and is passionate about making a difference, we want you. Together, we will create new, exciting ways for donors to give generously and feel like partners with JAF in changing outcomes for those facing a cancer diagnosis. Work alongside dedicated professionals in a supportive and uplifting environment where your contribution is not only recognized but celebrated.

Step into a position that transcends the typical—drive change with us at JAF.

Job Description

Position Title

Annual Giving Manager

Reporting to

Chief Development and Public Affairs Officer

Location

Hybrid (in-office days, T/W/Th)

Organizational Overview

The Joe Andruzzi Foundation (JAF) serves New England cancer patients who are experiencing financial and emotional stress due to a cancer diagnosis. Cancer-driven income loss and rising out-of-pocket costs can leave families laboring to cover their everyday needs. Research links this economic strain - Financial Toxicity - with poorer health outcomes. Because bills cannot be left unpaid due to a diagnosis, JAF Programs help alleviate financial stress by assisting with rent/mortgage payments, utilities, food, and other essential household expenses. This allows patients and families to focus on accessing cancer care and their health.

Position Summary

The Annual Giving Manager coordinates and implements annual giving programs, including direct mail, giving days, individual giving society, online donations, and general donations for the Foundation. Assumes responsibility for systems, tracking and tactical program management, and unrestricted gifts that provide a pipeline of donors for JAF's leadership, major, planned, and future campaign giving. Ensures activities support JAF's branding and are consistent with its central message of providing emotional and financial assistance to family members during active cancer treatment.

In collaboration with the Chief of Development and Public Affairs and other staff members, and in concert with external contractors, as required – implements and manages annual giving campaigns for the Foundation and participates in the development of annual giving strategies, goals, and priorities. The Annual Giving Manager will be charged with rapidly expanding the size of the current donor base, sustaining these acquired donors, and upgrading their giving and participation. Collects campaign metrics, analyzes results, and presents recommendations, anticipating campaign-related issues and addressing problems judiciously.

The Annual Giving Manager will have a broad range of responsibilities, including but not limited to the following:

Individual Giving Program Management

- Developing and implementing a strategic plan for the annual giving program that includes goals, objectives, and timelines.
- Manage JAF's Annual Fund Campaign and Giving Days, working closely with Development, Marketing and Communications, and Operations.
- Managing the production and distribution of annual giving solicitation materials, including direct mail and email, and working with the Creative Director on social media campaigns
- In collaboration with the Development team, supports JAF's annual giving fundraising events making every effort to convert event donors to individual donors and implementing an agreed-upon stewarding and recognition program for all annual giving areas.
- Structure and implement an intentionally planned giving and endowment request program.
- Manages all vendor relationships, including direct mail, material content production for the stewardship program, and other required contracted creative services
- Works leadership, volunteers, and/or development committee, serving as a lead resource in soliciting annual and leadership gifts from individuals.
- Manage annual giving budgets for the greatest efficiency.
- Develops and expands the individual giving society program, cultivation, and solicitation opportunities
- Effectively communicate goals, outcomes, and successes to all stakeholders.
- Actively engage and energize staff, volunteers, and BOD members in achieving individual fundraising goals.
- Work collaboratively with and within a diverse, high-performing Development team.
- Prepares annual calendar of all direct marketing activities

Individual Donor Portfolio Management/Strategy

- Develop a multi-year individual giving program with a well-balanced donor portfolio that undergirds the financial sustainability of the organization and each of its programs.
- Build out planned giving and endowment strategies and implementation plans, particularly in consideration of an aging donor base.
- Develop concise, impactful donor requests on a timely and high-quality basis.
- Maintain a transparent individual donor pipeline tracking and utilize analytical CRM tools to evaluate progress, ROI, and retention rates and identify giving trends.
- Participates in an aggressive "moves management" program with a focus on cultivating, rating, soliciting, and stewarding individual gifts and documents all cultivation and solicitation activities with prospects and donors.
- Refresh stewardship and solicitation approaches for current donors to increase donor retention.
- Develop and manage a mission- and value-driven strategy for building mutually beneficial partnerships with individual donors, including volunteer engagement and event participation.
- Maintain authentic relationships across the JAF donor community, managing a portfolio of over 600 donors and prospects.
- Ensure timely, meaningful correspondence and acknowledgment for all individual gifts.
- Maintain compliance with all applicable laws and regulations.

**Please note this description is not designed to cover or contain a comprehensive listing of duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time, with or without notice.*

Qualifications

- Education: Bachelor's degree or equivalent combination of education and experience required
- Experience: A minimum of 5 years of relevant experience in an Advancement, Development, or related role
- All JAF employees have the following responsibilities:
 - Represent JAF's principles, values, culture, and community investment philosophy
 - Build strong relationships based on trust, mutual respect, humility, equity, and partnership
 - Actively inspire, engage, and provide support to JAF Partners
 - Actively support the organization's growth and development goals

Required Competencies

- Technologically adept – comfort, familiarity, and/or ability to learn and utilize a variety of computer applications (i.e., Microsoft Office 365, QuickBooks, Salesforce, Classy, Basecamp) as well as project management systems
- Proven track record of building trusting relationships and working effectively across different settings, communities, and issues – with people of diverse backgrounds, perspectives, and cultures
- Strong interpersonal skills - comfortable stewarding donors via phone or in-person meetings
- Ability to maintain confidentiality
- Strong organizational skills, detail-oriented, and efficient
- The knowledge and willingness to be flexible
- The ability to take the initiative and manage tasks from start to finish
- A solid commitment to high-quality work, customer service, and high productivity
- A high degree of initiative and independent judgment
- The ability to work under pressure and handle multiple tasks at one time
- Excellent written and verbal communication skills

Salary and Benefits

This is a full-time, exempt position with a competitive salary range of \$65,000 to \$72,000 annually. The range was established after a comprehensive market data analysis and industry benchmarks.

In addition to the base salary, we offer a comprehensive benefits package that includes, but is not limited to:

- Generous Paid Time Off (PTO), including the week between Christmas and New Year's Day
- Paid holidays
- Medical and dental insurance
- Flexible spending accounts
- 401k retirement plan

To Apply: Please submit a cover letter and resume to openings@joeandruzzifoundation.org

Joe Andruzzi Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.