



Annual Fund & Donor Services Manager

Department: Development (8099)

Classification: Exempt

Position/Title: Annual Fund & Donor Services Manager

Reports to: Director of External Relations & Development

Status: Full Time

Hours Per Week: 40

WHO WE ARE

Wellspring's Vision

Wellspring is guided by the vision of a just society where every member of our community thrives. We are an innovative and welcoming learning environment where people push beyond the limits of their lives to realize success and fulfillment.

Wellspring's Mission

Wellspring inspires families and adults on the North Shore to achieve employment and financial security through stable housing, education, job training and career readiness.

WHAT WE SEEK

For the Annual Fund & Donor Services Manager, we are seeking a strategic, results-driven, experienced professional who is energized to further Wellspring's mission through development and fundraising activities.

Working closely with the Director of External Relations & Development, you will manage Wellspring's Annual Fund comprised of donations from individuals and corporations/sponsors. You will provide a high level of skill in database management and analysis, and perform supporting responsibilities like gift processing and donor acknowledgement, reporting and mailing list generation, and preparation of deposit slips and monthly reconciliation with the finance department. You will have experience

managing and analyzing data from a database (we use DonorPerfect) with a passion for accuracy.

This candidate will also ensure that the organization's database software is up to date and functioning appropriately for our needs. You will stay abreast of developments in the field, seeking professional development opportunities to improve department efficiencies and personal skill development and provide recommendations for new processes, upgrades or equipment, when necessary.

As a member of the small and strong Development Team, you will help to meet our fundraising goals by assisting in other areas like events and communications.

ROLES & RESPONSIBILITIES

Managing Donor Database (50%)

Performing constituent record updates (adding, merging, updating addresses, logging engagement activities like volunteer information and in-kind donations)

Generating accurate mailing and donor lists

Assist with email list management & segmentation

Data clean-up and maintenance

Comprehensive data analysis & revenue reports

Analysis and manipulation of Excel spreadsheets (functions, organization of data)

Annual Fund Management (40%)

You will also be the key administrator of Wellspring's Annual Fund and help plan the fundraising campaigns with the Director.

Strategize campaign messaging.

Carry out campaign mailings.

Gift processing (mailed and online).

Send gift acknowledgments

Preparing daily deposit slips and reconciling monthly income with Finance Office.

Events and Communication (10%)

Support stewardship and cultivation events, webinars, and other virtual experiences.

Assist with fundraising events and projects.

QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of Wellspring and be driven by the mission and vision.

At least 2-4 years of relevant experience or experience in a role with transferable skills.

SKILLS, ABILITIES, COMPETENCIES

- Exceptional data management skills, extremely well-organized and strong attention to detail.
- Deep interest in nonprofit fundraising and/or mission driven work.
- Trustworthy handling of confidential information.
- High degree of professionalism and organizational skills with the ability to work on a team and independently yet ask for help when needed.
- Excellent written and oral communications skills; ability to present key information in an engaging way.
- Ability to work with evolving priorities and timelines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), but especially mail merging.
- Experience in using DonorPerfect *or a comparable database/CRM* (customer relationship management). NOTE: DonorPerfect training will be available.
- A can-do and will-do attitude (no task is too high level, nor too basic).
- Deep commitment to justice, equity, diversity and inclusion.

LOCATION & SCHEDULE

This is a full-time, 40/hour per week role based in Gloucester, MA with work from home flexibility. Wellspring is reachable by public transportation.

Flexibility for some weekend and evening work is required for events.

COMPENSATION

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, retirement plan, paid vacation and holidays, and other benefits.

APPLICATION PROCESS

Wellspring is currently accepting applications until the position is filled.

Please send your resume and cover letter via email to: jobs@wellspringhouse.org. In the subject line, write your name and the position title. We will review all submissions, identify candidates, and contact ONLY those individuals selected to continue in the search process. No phone calls please. **If you are a Wellspring employee, please contact the hiring manager directly to submit your application.**

Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.