

CROSSOVER

Healthcare Ministry

Position: Annual Fund Manager

Supervisor: Director of Resource Development and Communications

Status: Part Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the uninsured and medically underserved in our local community through the operation of two healthcare clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work case management.

Position Summary:

The Annual Fund Manager position is responsible for the development and management of a strategic, Annual Fund plan and portfolio of donors. This team member will coordinate donor appeals and impact sharing, and will demonstrate a commitment to utilizing data to make informed decisions. The Annual Fund Manager will work with the development team and volunteers to lead efforts to develop and implement philanthropic strategies for the Annual Fund. As a member of the development team, this position will work to create a culture of philanthropy across the organization.

Key Responsibilities of Position:

- Cultivate, solicit, and manage a portfolio of Annual Fund donors, engaging the Director of Development and CEO, and other members of the development team. Donors will include, but not limited to: individuals, faith based organizations, and corporations.
- Develop and execute an Annual Fund campaign development plan.
- Develop a robust monthly donor program and planning giving program.
- Oversee the preparation and publication of all solicitation materials, impact sharing, and mailings. Manage and notify development team members of budget, production timelines, and anticipated roles. Manage email and mailing list generation and segmentation. Establish and track metrics.
- Staff lead for Spring into Action Women's Breakfast and Corporate Breakfast.
- Participate in development activities and events, including but not limited to, the major donor party, Compassionate Care Awards, and tours.
- Regularly attend and participate in Development Committee meetings and workgroups.
- Provide senior leadership and other staff with reports and information needed to make informed, strategic decisions which impact fund development activities.
- In collaboration with the Administrative Manager, develop and implement donor database policies and procedures, provide training to staff, and oversee database operations.

Required Qualifications:

- A minimum of two years of experience in a non-profit environment, with a track record of success in annual giving;
- A strong sense of fundraising ethics and practices, including confidentiality of donor information;
- Superior written and verbal communication skills; attention to detail; ability to multi-task;
- The ability to develop and execute long-range plans;
- Able to work independently and with a diverse group of constituents;
- Commitment to utilizing the donor database to its fullest extent;
- Solid computer skills including Microsoft Office;
- eTapestry knowledge strongly preferred.

Hours: 20 hours/week

Salary: \$17 - 20/hour

How to apply: For consideration, please send resume, cover letter, and salary requirements to mmann@crossoverministry.org by June 1, with an email subject line of "Annual Fund Manager". No phone calls. Interviews will start upon receipt of resumes.

Website: www.crossoverministry.org