



NUZZLES & CO
• PET RESCUE AND ADOPTION •

Job Title: Annual Giving Manager

Department: Development Department - Rescue Ranch in Peoa, UT

Reports to: Development Director

FLSA Status: Exempt

Compensation: \$45,500 DOE

Employment Type: Full-time

ESSENTIAL FUNCTIONS

The Annual Giving Manager is responsible for planning and implementing strategies for identification, cultivation, solicitation, and stewardship of individual donors to support the mission of Nuzzles & Co. The Annual Giving Manager will focus on strategically expanding the organization's annual giving program with a goal of significantly increasing the base of annual gifts. This position will oversee direct mail and e-mail solicitation strategies and manage the Love Collective Monthly Membership program. This person will also work closely with the development team to advance our mission through strategic communications, marketing, community outreach, events, corporate and foundation relations, and grant writing.

DIRECT RESPONSIBILITIES

- Manage Little Green Light donor database and assure accurate and timely gift entry, reporting, and stewardship
- Plan and execute steps for donor identification, cultivation, solicitation, and stewardship of individual donors
- Work effectively with the Director of Development and Executive Director to identify new donors and build strategies for engaging and encouraging donors to give at higher levels
- Supervise the execution of community engagement and fundraising events. Manage Community Engagement and Events Coordinator, staff, and volunteers
- Maximize the reach of the Nuzzles & Co brand through strategic marketing and communications, specifically overseeing social media communications
- Develop effective ways to utilize our strong network of supporters, including but not limited to developing a peer-to-peer fundraising strategy
- Assist the Director of Development and Executive Director with securing corporate sponsorships and managing corporate relationships
- Represent Nuzzles & Co in the community, form authentic connections with key stakeholders, including donors, volunteers, adopters, and partners. Actively listen to donors' priorities, convey the mission of Nuzzles & Co, and help them connect their passions to the mission

OTHER RESPONSIBILITIES

- Assist with creating the annual budget, annual report, and developing effective strategies to meet financial goals
- Create, assign, and schedule social media content for Nuzzles & Co programs, events, and partnerships
- Participate in weekly development and management meetings, regularly communicate and collaborate with operations staff to ensure the development team is supporting operational programming, and post activities/events on the Development and Master Calendar weekly
- Provide regular reporting of revenue, progress, and successes
- Assist Director of Development to identify grant opportunities from appropriate foundation and corporate sources, assists in writing grant proposals as needed
- Collaborate with Development Team and Gala Committee with Annual Gala strategy, planning, management

REQUIRED QUALIFICATIONS

- Minimum of 3 years of experience in nonprofit development or a related role
- Thorough knowledge of fundraising and nonprofit administration, and proven ability to develop and manage processes necessary to sustain programming and increase revenue
- One year minimum of donor database management experience, including gift entry, acknowledgment processing, donor prospecting, and report generation. Little Green Light experience a plus
- Experience with graphic design for communications– Canva, and Mailchimp software preferred, Adobe Suite a plus
- Excellent written and verbal communication skills and ability to adapt communications for relevant audiences (donors, the general public, media, corporate sponsors, etc.)
- Experience managing employees, effectively leading committee or group events, and supervising volunteers
- Ability to work independently and collaborate as part of a team
- Experience with tracking program data and outcomes for grant reporting, annual report creation, and other communications
- Strong organizational skills a must
- Bachelor's degree in Nonprofit Administration, Communications, Marketing, Public Relations or a related field preferred

ADDITIONAL EXPECTATIONS

- Treat all animals humanely and with compassion and concern, both on and off the job.
- Act as a role model for employees and volunteers, follow all policies, procedures, and protocols at all times.

OTHER INFORMATION

Benefits: Received upon 90-day review /employment. For the first year, Nuzzles and Co. pays 50% of benefits. In the second year, Nuzzles and Co. pays 90% of the benefits.

- Dental Insurance
- Health Insurance
- Paid Time Off (40 hrs. received after 6 mos. of employment, accrued 80 hrs annually year two)

Work Location:

- Rescue Ranch, Peoa UT

Schedule:

- Monday to Friday, 9:00 am – 5:00 pm, (40 hrs + a week), evenings and weekends when required for events

Performance Reviews: 90-day, 6 months, and yearly on start date anniversary

Please submit resume to:

Sarah Young, Director of Development
sarah@nuzzlesandco.org

Nuzzles & Co is an equal opportunity employer. All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.