

Annual Fund Manager, Louisiana Bucket Brigade

The Louisiana Bucket Brigade is a 501(c)(3) environmental health and justice organization working with communities that neighbor the state's oil refineries and chemical plants. We use grassroots action to create an informed, healthy society that holds the petrochemical industry and government accountable for the true costs of pollution to hasten the transition from fossil fuels. Our vision is a Louisiana that is a healthy, prosperous, pollution-free and just state where people and the environment are valued over profit. We are looking for an experienced Annual Fund Manager to join our team in advancing this important work.

Purpose of the Position: The purpose of the Annual Fund Manager is to further the mission of LABB by increasing annual income through fundraising campaigns, donor activities, and community outreach.

Reports to: Development Director

Job Status: Full time, 40 hours per week. Travel is required.

Salary: \$60,000 annually, (\$65,000 after 6 months), with health benefits

Essential Duties and Responsibilities

This position will do the following to meet annual fund goals

1. Management of Annual Fund

- a. Co-design and implement a comprehensive annual fund campaign with targeted solicitations, goals and activities in collaboration with the Development Team
- b. Plans, organizes and executes annual fund campaigns
- c. Actively participates in strategic planning and execution of all fundraising activities and programs
- d. Provides donor research and analysis
- e. Uses research to develop targeted outreach activities

2. Donor Engagement

- a. Generates correspondence for annual fund donors, beginning with the initial solicitation through the composure of gift acknowledgements
- b. Meets with prospects, donors and constituents to steward, cultivate and solicit for sustained and increased support
- c. Coordinates identification and relationship-building opportunities and activities with key donors and constituents

- d. Manages and executes the donor acknowledgment process of annual fund donors
 - e. Creates and manages engagement events for annual fund donors
- 3. Data Management**
- a. Incorporates current data to enhance and strengthen fundraising programs and activities
 - b. Prepares and presents reports on the annual fund performance, metrics and statistics
 - c. Ensures accurate and effective fundraising revenue and expense recording, tracking and reporting
 - d. Supports donor database maintenance
 - e. Other duties as assigned
- 4. Financial Management**
- a. Adheres to budgets and assists with monthly reconciliation with business office
 - b. Creates quarterly reports that compare goals to income
 - c. Considers strategic fundraising returns on investment
- 5. Manage Outreach Activities**
- a. Identify community events to participate in for tabling

Experience and Qualifications

Five+ years development experience including demonstrated success in annual giving.

Other Skills Required:

- Excellent oral and written communication
- Phone skills
- Ability to demonstrate initiative and flexibility to achieve independent financial and engagement goals
- Commitment to maintaining donor confidentiality
- Excellent organizational skills, including ability to manage multiple projects concurrently
- Proficiency in using Microsoft Office applications and fundraising software; Salsa or a similar web- based constituent relations management system (CRM)
- Genuine ability to perform job with the highest level of professionalism, courtesy, compassion and discretion in all interactions

The Louisiana Bucket Brigade is an equal opportunity employer.

To apply: Send an email to hire@labucketbrigade.org with a subject line that reads Annual Fund Manager, Last Name, First Name. Attach your resume and cover letter.

The application deadline is Wednesday, July 7th, 2021 (11:59pm CST).