



GRACE'S TABLE

- A SPACE FOR TEEN MAMAS -

Annual Fund Planning Manager

Location: Grand Rapids, MI

Type: Full Time (45 hours/week)

Salary Range: \$50,000 - \$60,000 annually

Reports To: Executive Director

Summary

The Annual Fund Planning Manager at Grace's Table is responsible for developing and implementing campaign strategies to support the operational budget and long-term sustainability of the organization. This role involves cultivating and managing positive relationships with current and prospective donors, ensuring their philanthropic goals align with the mission of Grace's Table.

Key Responsibilities

Annual Fund Responsibilities

- Develop and implement strategies to support the operational budget and long-term sustainability.
- Grow revenue by retaining and upgrading donors across all revenue channels.
- Provide oversight of daily and long-term funding activities.
- Maintain regular communication with foundations, donors, and potential new donors.
- Accurately track and measure all fundraising and donor prospecting activity.
- Collaborate with the Leadership Team to establish benchmarks for results measurement.
- Provide support and information to stakeholders regarding Grace's Table.

Midlevel Gifts Responsibilities

- Execute monthly giving program and cultivate donors for gifts up to \$5,000.
- Analyze past giving patterns to develop a pipeline of mid-level donors.
- Develop personalized engagement strategies for all donors.
- Coordinate communications across the Development team.
- Document donor interactions and maintain donor records.
- Engage in fundraising events to ensure quality experiences for donors.

Event + Planning Responsibilities

- Plan and manage company-sponsored events and fundraisers.
- Assist with special event communications.
- Enhance donor thank you process.

- Contribute to growth initiatives in collaboration with the leadership team.

Skills + Qualifications

- Bachelor's degree with five years of fundraising experience.
- CFRE certification preferred.
- Proficiency in CRM/donor database software, preferably Bloomerang/Kindful.
- Commitment to Grace's Table mission, vision, and values.
- Strong leadership and project management skills.
- Excellent interpersonal and communication skills.
- Track record of successful fundraising strategies.
- Problem-solving and analytical skills.
- Experience with capital campaigns or special fundraising campaigns.
- Self-directed and results oriented.
- Ability to work independently and collaboratively within a team.

Physical Demands:

- Physical requirements include a typical office environment including sitting at a computer screen and exerting up to 30 pounds of force occasionally.
- Must be able to access and navigate each department at the organization's facilities.
- Ability to climb, balance, stoop, kneel, crouch, and reach.
- The job entails standing for periods of time.

Benefits:

- 3 weeks of vacation
- 10 Paid Holidays and Generous Sick Policy
- Health, Vision, and Dental insurance
- Wellness Stipend; EAP
- Simple IRA with up to 3% Match

Note: This job description is not exhaustive; additional tasks may be assigned as needed.

To apply for this position, please send a resume and cover letter via email at lisa@gracetable.com.

We are an equal opportunity employer. Grace's Table is committed to equity, diversity, and inclusion in all facets of the organization and welcomes recommendations, nominations, and applications from all qualified candidates.