



Fundraising Campaign Manager Job Description

JOB TITLE:	Fundraising Campaign Manager
EXEMPT (Salaried) or NON EXEMPT(Hourly):	Exempt
DEPARTMENT:	Marketing and Development
Full Time(30-40), Part Time (20-29), Part Time (20 or below):	Full Time (39)
REPORTS TO:	CEO
REGULAR HOURS:	M – Th 8:30am – 5:00pm F – 8:30am – 4:00pm
JD REVISION DATE:	5.15.24
SALARY RANGE	65,000 – 70,000

**Are you a purpose driven and looking to make a difference in Memphis?
Friends For All is looking to add to our team!**

Why Friends For All:

For more than three decades, Friends For All (formerly Friends For Life) has been preventing the spread of HIV and helping those affected by HIV/AIDS live well. Our holistic, client-centered approach provides a variety of services coordinated through one centralized model. We strive to address the roots of need—including stigma and inequality—to improve health and wellness for everyone we serve. Our goal is to eliminate new transmissions of HIV in Memphis and the Mid-South and **empower those living with HIV to become their healthiest, happiest selves.**

What is in it for you:

- A commitment to work-life balance with: (up to 38 Days Off)
 - 12 accrued vacation days per year
 - 12 accrued sick days per year
 - 14 paid holidays, including Your Birthday!
 - Sick Bank allows employees to donate sick time to other employees with a serious health condition who have no remaining sick or vacation
 - **Flex Schedule may be available based on position after introductory period**
- Employer-sponsored health, dental, and vision insurance with two PPO medical and Dental plans. Costs for employee per pay period (bi-weekly)
 - BCBS PPO Plans
 - PPO Gold premium = \$28.88
 - PPO Platinum premium = \$56.15
 - Dental Plans
 - PPO Low = \$ 1.14
 - PPO High = \$5.81
 - Vision premium = \$ 1.41
- 401k program with up to 3% employer match starting immediately

- Employer-paid basic life insurance valued at \$50,000
- Employer-paid Short-term disability
- Voluntary Life and AD&D, Long-term disability
- Flexible Spending Accounts for healthcare and dependent care
- Student Loan Forgiveness Programs
- Employee Assistance Program with in person counseling options

To Learn More about Working at FFA: Go to <https://www.friendsforall.org/careers>

SUMMARY:

The Friends For All Fundraising Campaign Manager plays a critical role in supporting Friends For All's fundraising efforts. This position involves developing and executing fundraising strategies to meet campaign financial goals. The Fundraising Campaign Manager will work closely with the campaign team, donors, and volunteers to cultivate relationships, organize fundraising events, and implement effective fundraising campaigns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Dignity Campaign: Working with the CEO, and campaign consultants provide organization, outreach, data and donor support to successfully implement 5-year, ten million dollar Dignity Campaign plan.
- Develop Fundraising Strategy: Collaborate with leadership to create comprehensive fundraising plans aligned with campaign objectives and timelines.
- Donor Cultivation and Relationship Management: Identify and cultivate relationships with prospective donors, including individuals, corporations, and organizations. Maintain ongoing communication with donors to nurture relationships and secure financial support.
- Organize Fundraising Events: Plan, coordinate, and execute fundraising events such as dinners, galas, and receptions. Manage all aspects of event logistics, including venue selection, vendor coordination, guest invitations, budget management and contract event support staff.
- Direct Mail and Digital Fundraising: Oversee direct mail and digital fundraising campaigns, including email appeals, social media fundraising initiatives, and online donation platforms. Monitor campaign performance and optimize strategies to maximize fundraising revenue.
- Grant Writing and Proposal Development: Research grant opportunities and prepare compelling grant proposals to secure funding from foundations, government agencies, and other grant-making entities.
- Campaign Finance Compliance: Ensure compliance with all relevant campaign finance regulations and reporting requirements. Maintain accurate records of donations, expenditures, and financial transactions in accordance with legal standards.
- Donor Stewardship: Acknowledge and recognize donors for their contributions through personalized thank-you letters, donor appreciation events, and other recognition efforts.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Regular and predictable attendance is required
- Return all calls, emails and text in a timely manner.
- Participate in weekly or biweekly coaching sessions with supervisor
- Complete Performance Reviews and SMART GOALS
- Participate in All Staff Meetings and In-Service Days
- May need to travel in personal vehicle to meet staff, clients, or community partners at FFA locations or at other locations to meet the needs of the position
- Other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES:

Position currently does not have full time direct reports. May in the future:

- Provide supervision to direct staff to ensure they meet all requirements.
- Select, manage, and train direct team
- Implement weekly or bi-weekly coaching sessions and professional development plans with supervised employees to meet expectations and development objectives. Provide signed written staffing sheet to the employee after each meeting.
- Work with HR on employee relations and staff issues including onboarding, performance management, development and off boarding.
- Participate in Manager Training as required
- Maintain a professional relationship with staff and clients and maintain confidential information.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in a related field (e.g., Political Science, Public Relations, or Business Administration) preferred.
- Proven experience in fundraising, development, preferably in campaigns for a nonprofit organization.
- Familiarity with fundraising software, database management, and CRM systems preferred.
- Good strategic/critical thinker, self-starter, goal-oriented
- Excellent verbal and written communications.
- Ability to operate with purpose, urgency and accuracy in a fast-paced, deadline-driven environment -- with particular attention to detail and organization
- Ability to work with a diverse client population
- Strong relationship-builder both with team and clients (internal and external)
- Ability to follow verbal and written instructions.
- Proficient with Microsoft Office Suite or related software
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Maintain confidential information and adhere to all Friends For All policies and procedures regarding sharing of financial information and Protected Health Information (PHI).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid State Driver's License, provide proof of automobile insurance coverage to employer at all times and have an automobile to be used daily.

WORK ENVIRONMENT:

We are a mission driven organization made up of people committed to cultivating growth and learning. We believe in providing care for all our clients while providing a welcoming, balanced environment for all our employees. By joining our team, you are joining a group of community-focused professionals who connect people with care.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be sensitive to the culturally and racially diverse nature of clients, patients, employees, and visitors.
- Must be able to interact with everyone in a friendly, helpful manner.
- Embodies FFA Values:
 - Equity and Acceptance
 - Trailblazing, Creative and Fearless
 - Joy and Fun
 - Collaboration and Teamwork
 - Service
 - Awareness

ADA SPECIFICATIONS:

Physical and cognitive demands that must be met in order to successfully complete the essential functions of the job. Reasonable accommodations may be made to enable individuals' disabilities to perform the essential functions unless the accommodation would impose an undue hardship on the organization.

- Requires ability to speak audibly and listen actively.
- Requires ability to use computers, telephones and other office equipment.
- Requires ability to sit for extended periods.
- May require occasional bending and lifting up to 40 pounds.
- May require periodic local travel.

OSHA CATEGORY:

This position performs tasks that may involve exposure to blood, body fluids, or tissues. Training will be provided per Standard Operating Procedure for your area of operation. All FFA employees are offered the opportunity to receive the Hepatitis B vaccination series.

COMMENTS:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Friends For All is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

I understand and accept the responsibilities in this job description.

Employee

Date

Supervisor

Date