



ROLE PROFILE

Director of Annual Giving

The Director of Annual Giving is an integral member of The Emerge Foundation's team of mission-driven, energetic fundraising professionals. The Emerge Foundation provides philanthropic support to The Emerge Center and The Emerge School for Autism.

This position is responsible for the expansion and growth of the organization's Annual Giving Program. Key responsibilities include identifying, cultivating, soliciting and stewarding individual prospects capable of giving \$1,000 to \$20,000 annually and corporate sponsorships ranging from \$2,500 to \$75,000 annually. This position reports to the Foundation Executive Director.

Duties and Responsibilities:

- In close collaboration with the Executive Director, sets goals for the Foundation's Annual Giving program and plans strategy to meet financial targets.
- Works closely with Board members to obtain referrals for new donor prospects and tailors outreach to identified prospects.
- Utilizes wealth screening tools to identify and rate potential donor prospects.
- Develops the overall theme and content for annual appeals including the end-of-year and Giving Tuesday activities. Secures corporate matches to incentivize giving.
- Responsible for relationship building for Emerge's Giving Society program and Friends of Emerge recurring giving program.
- Manages event-related corporate sponsorship fundraising.
- Uses events to feed new prospects into annual fund donor pipeline.
- Responsible for ongoing stewardship activities and recognition of annual giving donors including any events to honor these donors.
- Serves as primary liaison with Emerge parents interested in supporting fundraising activities and manages grateful family giving programs.
- Develops the communications and marketing strategy for donor correspondence.
- Develops a balanced funding mix of donor sources and solicitation programs tailored to fit the needs of the organization that will enable it to attract, retain and motivate donors.

- Supports the Executive Director's major gift work with top prospects.
- Assists the Executive Director in evaluating the effectiveness of the organization's fund development program.
- Maintains visibility in the community by attending events as deemed necessary and participating in community organizations.

Qualifications:

- A passion for the organization's mission.
- Demonstrated experience in spearheading a comprehensive fund development program.
- Excellent oral and written communications skills.
- 4 to 6 years progressively responsible experience in fund development.

Compensation commensurate with experience.

Interested candidates should email a cover letter, resume and writing samples to Shelton Jones, Executive Director of The Emerge Foundation, sjones@emergela.org.

Emerge mission statement:

Emerge empowers children with autism and individuals with communication challenges to achieve independence through an interdisciplinary therapy program within an innovative educational model. Support from the community facilitates broad access to our services, expands our impact and enriches our unique learning environment.

emergela.org