



11-13-17

OPEN POSITION

Manager of Annual Fund

Department of Advancement

University Circle, Incorporated (UCI) is a 501(c)3 organization active in development, service, and advocacy. The organization is responsible for the growth of University Circle as a premier urban district and world-class center of innovation in health care, education, arts and culture.

UCI has restructured its department of advancement to create specialists in areas of individual and institutional fundraising. The Manager of Annual Fund works in the area of individual fundraising under the management of the Director of Individual Giving. The position is part of an evolving and expanding team of people responsible for generating more than \$2M in contributed income annually and, together, finding new ways to grow this base of support.

This is an opportune moment to join UCI in the work of individual philanthropy. A soon-to-be completed endowment campaign has successfully engaged – and re-engaged – individual donors, legacy donors remain committed to the mission and new affluent and influential residents are moving into University Circle as the residential market grows dramatically.

Organizationally, now is an exciting time for all members of the department of advancement as it is a time to work with an engaged Board and senior leadership team to develop a culture of philanthropy throughout UCI. Additionally, the organization is completing a strategic plan and turning its attention to important new priorities, specifically in the areas of engaging surrounding neighborhoods and increasing University Circle's base of people living, working and seeking entertainment here. The entire staff at UCI works collegially and collectively to continue to set a high bar nationally as one of America's foremost urban neighborhoods anchored by a unique array of educational, medical and cultural institutions.

Position Overview

Strategically manages and grows a large portfolio of individuals who are prospective, lapsed and current donors at the \$9,999 and below level of annual giving. Through mass communications and appeal channels, executes identification, cultivation, solicitation and stewardship activities within this portfolio to reach growth goals. Works closely with the Director of Individual Giving on strategies to move lower level annual fund donors to higher levels of giving and, when appropriate, into the giving society for principal gift donors.

Fundamental functions include:

- Plans and manages annual giving campaign to achieve annual fundraising goals
- Works with the UCI marketing and communications team to ensure the UCI brand and message platform are consistent throughout all annual fund materials

UNIVERSITY CIRCLE INC

Development Service Advocacy

10831 Magnolia Drive Cleveland, OH 44106-1887
P 216.791.3900 F 216.791-3935 www.universitycircle.org



- Manages vendors involved in annual appeals (designers, printers and digital applications)
- Works collaboratively with the department of advancement team to develop an annual giving plan and schedule that compliments overall fundraising for UCI
- Works collaboratively with the Data and Reporting Coordinator to prepare all required mailing lists and reports related to annual giving
- Works closely with the Board's advancement committee chairperson to plan and manage the annual Board giving campaign
- Produces periodic communications to annual fund donors to recognize their support as well as update and engage them in the work of UCI
- Engages with planning groups – and attends for stewardship efforts – on the annual UCPD golf outing and other fundraising events throughout the year
- Plans donor appreciation events

Establishes and cultivates relationships with Board members, UCI staff and institutional member staffs to effectively involve them in annual giving efforts at UCI.

Prepares annual budget for expenses and revenue projections for annual fund. Controls expenditures within approved budget.

Collaborates with department of advancement and department of finance staff to ensure that gifts are properly receipted, acknowledged and in compliance with donor intent, IRS regulations and UCI requirements.

Keeps current and evaluates trends and practices in philanthropy that can positively impact UCI, specifically in the area of social media communications and online fundraising.

Meets donor activity and revenue goals. Keeps meticulous and timely records on donors and prospects and ensures gifts are properly entered and stored within UCI's data repository. Controls expenditures within approved department budget.

Performs other duties as assigned.

Personnel Management Responsibilities

None.

Qualifications

The ideal candidate will be a goal-oriented, strongly driven individual who has experience in fundraising and/or sales. S/He will have excellent oral and written communication skills and the ability to successfully work independently as well as thrive in a goal-oriented, dynamic, team-based environment.

UNIVERSITY CIRCLE ^{INC}

Development Service Advocacy

10831 Magnolia Drive Cleveland, OH 44106-1887
P 216.791.3900 F 216.791-3935 www.universitycircle.org



S/He will be an astute listener with excellent interpersonal skills and the ability to communicate with a diverse group of staff, donors and collaborative partners. S/He will have the ability to project credibility and confidence to donors and peers.

S/He will be computer proficient with experience using fundraising or CRM databases. S/He will have the ability to work independently and achieve goals, with minimal supervision.

At least three years of experience in fundraising positions, with a specific emphasis on individual or annual fundraising and experience closing 3, 4 and low 5-figure donations, at minimum. A Bachelor's degree is required.

UNIVERSITY CIRCLE INC

Development Service Advocacy

10831 Magnolia Drive Cleveland, OH 44106-1887
P 216.791.3900 F 216.791-3935 www.universitycircle.org