



Pinellas Education Foundation

Job Title: Annual Giving & Stewardship Manager

Department: Advancement

Reports to: Vice President of Advancement

Salary Status: Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that started in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Description:

The Annual Giving & Stewardship Manager is responsible for fundraising goals related to annual giving, creating and overseeing the organizational stewardship plan and supporting annual Foundation events.

Responsibilities include but not limited to:

- Lead annual giving activities such as mail and email appeals as well as employee giving campaigns in coordination with the communications team and the VP of Advancement
- Lead annual school supply drive campaign in partnership with the Development Manager for special events
- Plan and execute annual donor/volunteer appreciation event in partnership with the Development Manager for special events
- Manage a small portfolio of annual donors
- Secure new donors to Foundation initiatives
- Create unique opportunities to surprise and delight donors through thoughtful stewardship
- Develop and manage a stewardship plan for development team to execute for all Foundation donors
- Maintain records of cultivation, solicitation and stewardship in Raiser's Edge

- Provide at minimum a monthly report of updates and activities toward development goals to the Director of Development and VP of Advancement

Skills/Attributes:

Excellent written and verbal communication skills; attention to detail; strong organizational skills; strong interpersonal skills; ability to work well as part of a team; proficiency in MS Office; Raiser's Edge proficiency a plus

Education/Experience Required:

Bachelor's Degree preferred plus 1 year or more development experience; experience writing donor communications and/or creating donor video content a plus

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Please email cover letter, resume and salary requirements to development@pinellaseducation.org.

Please use "Annual Giving & Stewardship Manager" as your subject line. No phone calls please.