



## **The American Baptist Home Mission Societies (ABHMS) is Searching for a Director of Annual Fund**

The American Baptist Home Mission Societies (ABHMS) is conducting a search for an experienced **Director of Annual Fund** is responsible for building and growing an effective annual fund program. The **Director of Annual Fund** will administer and oversee multiple direct mail projects, data cleansing and manipulation, statistical reporting and analysis, mailing list management, and donor/prospect research and relationship management for ABHMS. This is a full-time position reporting to the Chief Development Officer and is based in the Leadership & Mission Building in King of Prussia, Pa.

Founded in 1832, ABHMS has a long history of meeting human needs and empowering individuals, institutions, churches and communities to share faith, concern and resources to improve the quality of life for all people. ABHMS has done this through supporting education, providing scholarship assistance, publishing Christian resources, funding churches and community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees, advocacy and intervention on behalf of persons living with disabilities, living in poverty, children, senior adults, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

### **Primary Duties and Responsibilities**

- Develop and lead a comprehensive annual fund program, including strategies to incorporate donor groups, e-campaigns, giving societies, focus on new donors, and increasing average annual gift amounts.
- Develop fundraising strategies and integrate these across the organization, working collaboratively with other ABHMS staff.
- Plan and implement multiple direct mail appeals annually, with a high degree of customization and emotional appeal.
- Serve as an active prospect identifier, targeting prospects for personal visits and moving annual donors through the donor pyramid into the next giving level. Make creative connections between and among people, events, programs, and their associated circles.
- Oversee the daily operation of the development database (DonorPerfect and related databases), which tracks gift/financial and biographical information on donors.
- Responsible for ensuring the accuracy and integrity of the data, including input and output, technology management, and end-user training and support.

- Provide support to staff by generating relevant reports and mailing lists, developing and implementing policies and procedures, and serving as the Development liaison with Finance and IT units.
- Oversee the monthly reconciliation in partnership with the finance unit.
- Coordinate and plan for future data conversions and/or upgrades as needed.
- Develop and maintain efficient systems for data cleansing, data entry, gift processing, prospect research, and relationship management.
- Provide excellent customer service, anticipating and exceeding the needs of our donors and constituents.
- Implement the *Passionary Fund Stewardship* initiative and produce appropriate 'thank you' letters and acknowledgements.
- Oversee the online giving portal, ensuring that it is operational, accurate and consistent with the annual fund themes.
- Perform other relevant duties as assigned.

#### **Skills, experiences, education and competencies of the successful candidate**

- Deep appreciation for the mission, vision, values and goals of ABHMS.
- Bachelor's degree in relevant field.
- A minimum of 3 years experience with direct mail efforts and managing a complex database.
- Able to work effectively in a Christian non-profit environment.
- Advanced working knowledge of DonorPerfect or comparable databases.
- Knowledge of fundraising principles and practices.
- Aptitude for the management and effective use of information systems in support of a development program.
- Creativity, critical thinking, consistency of output, and strategic planning of work are required for success.
- Highly organized, multi-tasker with strong project management and time management skills.
- Proficiency with Microsoft Office software and Internet applications required.
- Self-motivated with an ability to work collaboratively and in teams.
- Strong professional ethics and sensitivity to confidentiality and accuracy in handling donor records.
- Competency working in a large, culturally diverse and complex faith-based setting.
- Ability to promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.

- Ability to occasionally work an irregular schedule, evenings or weekends as needed. Able to work additional hours during peak times as well as occasional travel, with ample notification.
- Must live within commuting distance of the ABHMS corporate offices in King of Prussia Pa.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation and sick days plus Christmas week off. Relocation assistance available for the successful candidate presently living outside of the local area.

ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

We will begin reviewing applications immediately. If interested, please send: **A Cover Letter** and **Current Resumé** to

[Hrmatters@abhms.org](mailto:Hrmatters@abhms.org)