



**Position Title:** Annual Fund Manager  
**Department:** Institutional Advancement  
**Supervisor:** Vice President for Institutional Advancement  
**FLSA Status:** Exempt  
**Date Revised:** 07/2024  
**Organization:** Seminary of the Southwest  
**Salary:** \$68,000 - \$75,000

Location: 501 E. 32nd Street, Austin, Texas, 78705

**Job Summary:**

Seminary of the Southwest seeks a passionate and driven Annual Fund Manager to develop and implement its annual fundraising strategies and campaigns to achieve its \$1M+ annual contributed revenue goals.

As a valuable contributor to the Office of Institutional Advancement, a successful candidate will thrive in a fast-paced, complex office environment, exhibiting a team approach and collaborative attitude while driving annual fundraising strategies, campaigns, data analysis, relationship management systems, customer service, administrative, and hospitality experience.

**Key Responsibilities:**

1. Develop Annual Fund Strategy
  - a. Design and implement yearly comprehensive annual fund strategies, including target setting, key performance indicators, segmentations, data analysis, scheduling, and budgeting.
2. Campaign Management
  - a. Plan, coordinate, and execute all aspects of annual fund campaigns, including direct mail, email, social media, newsletter, and phone solicitations.
  - b. Evaluate, request for proposals, coordinate, and manage campaign vendor relationships.
3. Data Analysis
  - a. Analyze fundraising data to monitor and report on campaign performance, donor trends, and identify areas for improvement and attention.
  - b. Maintain data integrity and regular systems and actions through donor management software systems and records.
  - c. Develop key performance indicators or dashboards for progress and achievements.
4. Reporting
  - a. Provide regular updates and detailed reports on the progress of annual fund campaigns.
  - b. Prepare reports for regularly scheduled board meetings, FAC meetings, committee meetings, weekly departmental team meetings, and other meetings as needed.
5. Collaboration
  - a. Work closely with the Database Manager to ensure quality assurance, data integrity, donor management processes and systems, and regular reporting.
  - b. Work closely with the communications, marketing, and alumni relations teams to create compelling and consistent campaign materials.
  - c. Work cross-departmentally with volunteers and seminary groups to ensure annual fund success.

6. Fundraising, Donor Relations, and Customer Service
  - a. Identify, cultivate, and steward a portfolio of annual fund donors, ensuring personalized engagement and recognition.
  - b. Actively engage in fundraising activities include personal visits, calls, and written solicitations to key donors and prospects.
  - c. Provide customer service for donor-related requests.
7. Administrative and Hospitality Support
  - a. Actively contribute to the administrative and hospitality needs of the Office of Institutional Advancement, including, but not limited to, event and meeting support, donor events, Monday Connection, Alumni events, letters, reports, mailings, and other office support.
8. Other duties as assigned by the Vice President for Institutional Advancement.

Qualifications:

1. Bachelor's degree or equivalent work experience.
2. Minimum of 2 years of experience in annual fundraising, donor relations, or related field, preferably in higher education or nonprofit sector.
3. Demonstrated success in meeting annual fundraising goals and implementing effective strategies to engage donors and increase giving.
4. Proven ability to develop and manage fundraising campaigns, including direct mail, online giving, and other solicitation methods.
5. Demonstrated writing, editing, and proofreading skills for related fundraising content.
6. Strong communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
7. Experience in data analysis and using fundraising software and CRM systems to track and report on fundraising activities.
8. Ability to work independently and collaboratively in a team environment, with initiative and self-motivation.
9. Commitment to the mission and values of Seminary of the Southwest and a passion for advancing theological education and spiritual formation.

**Submit resume and cover letter to: Ms. Joanna Linden, Vice President, at [Joanna.linden@ssw.edu](mailto:Joanna.linden@ssw.edu). No phone calls, please.**

This position offers a competitive salary and benefits package and the chance to work in a dynamic and supportive environment committed to excellence in theological education, counselor education, and leadership development. If you are a dedicated fundraising professional passionate about higher education and spiritual formation, we encourage you to apply for this exciting opportunity.

The work location is on-site at Seminary of the Southwest's campus in Central Austin, but it may be flexible, with up to approximately 20% remote working opportunities per week where feasible and mutually agreed in advance. A generous benefits package includes health, dental, health savings account, employer-funded retirement savings plan contribution, plus paid personal, federal, and most Christian religious holidays off.

Seminary of the Southwest is an equal opportunity, affirmative action employer deeply committed to equity, diversity, and inclusiveness. It seeks to create a pluralistic community for all staff, faculty, and students. Minorities, women, and individuals with disabilities are encouraged to apply.