

Pulmonary Fibrosis

FOUNDATION

Title: **ANNUAL FUND COORDINATOR**

Reports To: **DIRECTOR, MAJOR GIFTS**

Location: Chicago

Status: Full-Time, Exempt Position

Travel Requirements: Limited travel is expected of this position.

Primary Function: The Annual Fund Coordinator is responsible for managing and advancing the Pulmonary Fibrosis Foundation's relationship with Annual Fund supporters and driving acquisition, retention, and upgrade strategies through Annual Fund initiatives. Under the supervision of and in collaboration with the Director of Major Gifts, the Coordinator will assist in developing and implementing a plan based on donor retention, renewal, acquisition, and upgrade for donors at the Annual Fund (\$0-999) and Leadership Annual Giving (\$1,000- \$9,999) levels. This position will work closely with other members of the development team, the marketing team, and PFF leadership.

Essential Functions/Duties:

- Serves as the first line of contact for Individual supporters of the Annual Fund; strengthens donor acquisition, retention, upgrade and stewardship strategies to ensure that supporters remain active participants in the mission of the PFF.
- Manages the implementation of the strategy for key Annual Fund initiatives (excluding Grants) to achieve fundraising goals, including but not limited to: Direct Mail, Email/Social Media/Online Giving, Memorial and Tribute Giving, Workplace Giving, and Matching Gifts.
- Assists with strategy and manages copy-writing and production of all Annual Fund and Leadership Giving campaigns, in collaboration with PFF Marketing team and production vendors.
- Assists in developing and leads the strategy for acquiring new donors, re-acquiring lapsed donors, and identifying donors to be upgraded through the donor pipeline.
- Works closely with the Director of Major Gifts to build an annual fund and leadership giving program that serves as a donor pipeline for major gifts, identifying potential major donor prospects.
- Performs prospect research on current and prospective donors.
- Works closely with the Director of Major Gifts in the development donor cultivation events.

- Supports the implementation and management of the PFF's Legacy Society (planned giving).
- Attends major Foundation events.
- Performs other duties as assigned.
- Adherence to the highest ethical standards including the Donor Bill of Rights.

Position Qualifications

- Minimum of a Bachelor's Degree required.
- Three or more years of experience in individual giving fundraising and interest/knowledge of building and managing a donor pipeline for annual (\$0 - \$999) and leadership (\$1,000 - \$9,999) level donors.
- Demonstrates expert knowledge of Microsoft Office, especially Word, Excel and PowerPoint.
- Experience with donor management or CRM software, Donor Perfect preferred.
- Demonstrates excellent written and verbal communication skills.
- Demonstrate the ability to set priorities, handle multiple assignments, and meet deadlines and fundraising goals.
- Work effectively in a team- orientated, collaborative environment and builds positive relationships with volunteers, donors, vendors, and staff while maintaining professional boundaries.
- Exhibits broad knowledge of the principles of fundraising.