



# Example of Fundraising Manager Job Description

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Our company is hiring for a fundraising manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fundraising manager

- Carry out other fundraising operations tasks and assignments as directed by the Director of Philanthropic Services
  - Effectively recruit and manage new fundraising teams and sponsors
  - Oversee all aspects of the Student Series fundraising campaign, where students gain the unique experience of helping thousands of people in their fight against blood cancers
  - Oversee all aspects of 3rd Party Special Events, event-based elements for the Man & Woman of the Year (MWOY) campaign
  - Secure and track sponsorships, in kind donations, table/ticket sales and program ads for the campaigns, and ensure that each corporation or individual receives the determined marketing benefits, excellent customer service
  - Dedicated to developing and implementing throughout the year a strategic plan for both grants and fundraising at each resort
  - To get more employees engaged in making the a Foundation a success with a goal of 30% participation rate in 3 years
  - Develop strategic outreach plan specific to increasing EPF awareness, working with EpicPromise staff
  - Serve as champion for EpicPromise Foundation
  - Develop and deliver a strategy for member acquisition and retention, modifying in response to outcomes
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- Demonstrated project management experience and ability to handle multiple priorities in a fast-paced environment preferred
- Excellent computer skills including but not limited to word-processing, spreadsheet, mail merge, and database software required
- Bachelors degree in communications or non profit management
- Travel 30%- high travel season September to December
- At least 5-7 years of event management and fundraising/sponsorship development experience
- Understanding of and experience in fundraising strategies, goals, communications and campaign development and implementation