Annual Giving Manager
Job Description

Reports to: Director of Partnerships & Philanthropy
Position: Full-time, Exempt
Location: Remote Optional
Work Schedule: M-F 9-5

OUR MISSION & CORE VALUES
Wine to Water (W|W) is committed to supporting life and dignity of all through the power of clean water. Ambition, Excellence, Integrity, Innovation, Altruism, Discernment

INTRO
Wine To Water believes the world is made better by people coming together and caring for the needs of others. Water is essential not just to survive, but to thrive - and that is why we are committed to supporting life and dignity for all through the power of clean water. We have served in 47 countries and have offices in 5 locations: United States, Nepal, Dominican Republic, Columbia, and Tanzania. We look for staff who care deeply about inclusion, integrity, honesty, persistence, and who desire to treat all people with dignity and respect.

JOB DESCRIPTION
The Annual Giving Manager will focus on upgrading existing donors while adding new donors, and increasing average gift amounts to build the base of donors at Wine to Water with the eventual goal of retaining an ever increasing number of regular supporters and building a broader and more generous major gifts pipeline. This role will work collaboratively with the Development Team to retain donors from all income generating areas to build both the annual giving and major gifts pipeline.

JOB RESPONSIBILITIES
- Establish a relationship with approximately 500/600 donors
- Manage upgrades from Direct Mail and convert to mid-level donors through personalized solicitations.
- Identify and refer potential major giving donors to the Director of Partnerships & Philanthropy
- Convert episodic donors to regular donors.
- Serve as an active prospect identifier, targeting prospects with meaningful touches and moving annual donors through the donor pyramid into the next giving level.
- Develop and maintain efficient systems for data cleansing and data entry.
- Ensure Salesforce is updated with all donor interactions.
- Oversee progress, deadlines, goals and objectives related to annual giving.
QUALIFICATIONS & EXPERIENCE
● Ability to build and cultivate relationships both internally and externally.
● Excellent and effective communication skills – especially verbal communication.
● Comfortable making introduction calls to donors.
● Excellent interpersonal skills and empathy when dealing with donors/volunteers.
● Great attention to detail and customer focused.
● Comfortable working in technology platforms – Salesforce, Excel, Word.
● Flexible and able to adapt to changing fundraising environments and circumstances.
● Ability to manage multiple projects and priorities.
● Accountable to deadlines.
● Comfortable speaking about all aspects of Wine To Water’s mission and work
● Other duties as assigned by the Director Of Philanthropy and Partnerships

PHYSICAL REQUIREMENTS & SAFETY
● Sufficient physical ability to work in an office setting and operate office equipment; the employee is regularly required to bend, stoop, kneel, and at times may be required to lift 25+ pounds and can be exposed to indoor, outdoor temperatures and various living situations. Must be able to operate motorized vehicles with a valid license.
● Required domestic and international travel documentation and vaccinations for entry into foreign countries may be necessary to perform this role - This role may be in high risk zones and will require documentation and medical clearance by various governments to enter disaster areas with significant public health risks.
● Exceptional understanding of risk management policies and best practices
● Adhere to W|W’s safety action plan and procedures.

THE TEAM
The Annual Giving Manager serves on the Development Team and reports directly to the Director Of Philanthropy and Partnerships.