ABOUT GIVING KITCHEN

Giving Kitchen, a non-profit headquartered in Atlanta, Ga., serves those who serve us every day: We help food service workers. Since inception, GK has served over 9,000 food service workers in need and awarded over $5.8 million in financial assistance. Our Stability Network connects food service workers in crisis to resources that they may have not been aware of: from mental health to housing and utilities to employment to low or no-cost health and wellness resources and more.

Giving Kitchen is quickly growing as a regional organization with multi-regional and national expansion on the horizon. As a respected organization in our community and industry, our impact has been recognized locally and nationally, including as a Georgia Restaurant Association Industry Partner of the Year, The Center for Civic Innovation’s Civic Impact Award and the prestigious James Beard Foundation’s Humanitarian of the Year. GK has also earned a Gold GuideStar rating and a 100 of 100 seal from Charity Navigator.

Be part of something that is bigger than all of us and is just getting started. More at givingkitchen.org or @givingkitchen.

Job Title: Annual Fund Manager
Reports To: Director of Donor Relations
FTE: Full Time
FLSA: Exempt

Position Purpose: The Annual Fund Manager is an integral part of the fundraising team responsible for developing and implementing annual giving strategies and programs that include identification, cultivation, solicitation, and stewardship of annual gifts from Giving Kitchen broad-based supporters. Annual Fund activities will include direct solicitations, direct mail, electronic communications, a recurring giving program, and peer-to-peer opportunities like Giving Tuesday.

The Annual Fund Manager reports to the Director of Donor Relations and works with Regional Development Managers.

This position works from the Atlanta headquarters with opportunity for a hybrid work model.

Job Responsibilities:
**Strategic Focus**
- Plan, develop, and implement a plan of action with objectives, timelines, and evaluation plans for the Annual Fund program.
- Create, plan, administer programs/activities, and perform comprehensive analysis related to all aspects of the Annual Fund program. Use data to evaluate activities and make recommendations to meet annual fundraising goals and achieve retention, growth, and participation targets.
- Analyze giving trends for target segments. Establish specific annual donor and financial goals for fundraising initiatives, including the renewal and upgrading of existing donors and identification and acquisition of new donors.
- Monitor progress towards goals and provide regular updates to the Director of Donor Relations and quarterly updates for the Board of Directors.
- Align Annual Fund communications with key Giving Kitchen priorities like, financial awards program, Stability Network, Mind Matters, QPR Suicide Prevention Training, and GK’s Substance Abuse Recovery Initiative so donors are invited to support programs that align with their priorities.

**Prospect Relations and Solicitation**
- Interact with prospects and donors in a manner that reflects a commitment to strong donor relationships.
- Manage a portfolio of lead annual giving prospects ($1,800-$4,999) and conduct 6-8 monthly visits with prospects assigned in the portfolio. Identify donor behavior that indicates a high-level annual fund donor should be cultivated for major giving and work with the appropriate team members to engage them.
- Oversee a minimum of two direct solicitations (by mail and/or email) a year that invite donors to help food service workers in crisis by supporting Giving Kitchen.
- Manage Giving Kitchen’s recurring giving program, Pass the Hat - including identifying good prospects for recurring giving and soliciting their participation as well as inviting them to consider upgrading their gift on an annual basis.
- Manage and coordinate with Regional Staff Giving Kitchen’s participation in peer-to-peer fundraising campaigns, including but not limited to, Giving Tuesday and other local giving campaigns.

**Stewardship**
- Collaborate with the Donor Relations Manager to ensure acknowledgment of annual donors, volunteers, and prospects, including proper acknowledgement and recognition of donors in the Annual Report and other publications.

**Additional Duties**
- Ensure that all fundraising materials are in accordance with Giving Kitchen policy and are aligned with proven practices.
- Exhibit strong grammar/proof reading skills, an attention to detail, and proficiency in using Microsoft Office programs.
- Possess strong organizational and time management skills.
- Other duties as assigned by the Director of Donor Relations and/or Senior Director of Community Engagement.
The Annual Fund Manager will be joining a professional team and should exhibit strong interpersonal skills in his/her interactions with all staff, Board members, constituents, private corporations and/or public officials. The Annual Fund Manager will actively promote Giving Kitchen’s mission, services, programs, and events in the community and conduct other projects as assigned.

Qualifications and Key Skills:

- Minimum of 3 years experience in a management role with a focus on annual fundraising.
- Proficiency in working with donor/constituent database systems required. Experience with Salesforce and Classy a plus.
- Willingness to work in a quickly growing, multi-regional organization.
- Excellent computer skills. Experience with Microsoft Office products preferred.
- Personable, yet professional. Commitment to accuracy, excellent attention to detail, highly efficient and conscientious about thorough follow-up. Impeccable spelling, grammar, punctuation skills.
- Exhibits excellent judgment and operates with integrity.
- Highly organized and able to rally others to a common goal.
- Skilled communicator, with exceptional interpersonal, verbal, and written skills. A confident public speaker.
- Able to maintain high confidentiality.
- High degree of initiative, self-motivation, and resourcefulness.
- Ability to work under and remain calm in the face of continuous and multiple deadlines and evolving priorities.
- Ability to manage multiple projects simultaneously.
- Team player who enjoys collaborating with professionals, peers, volunteers, and those served by the organization.
- Patience and good humor.
- Some travel required.
- Some nights and weekends required.

Personal Characteristics:

- Enthusiastic about promoting the growth and success of Giving Kitchen.
- Empathetic and understanding of the challenges faced by the clients Giving Kitchen serves, while remaining focused on the goals for program delivery.
- A good listener, respectful to all constituents, able to balance diverse agendas and points of view, while maintaining a sense of common purpose and organizational vision.
- A strategist, who is organized, creative, politically aware, and financially astute.
- Has a passion for the food service industry (bonus if you’ve worked in one).

Benefits

- Competitive salary
- Employer paid health insurance (after 90 day waiting period)
- 401K Retirement Planning with Employer Match offered
- Paid vacation
- Sick Leave
• Personal days
• Major U.S. Holidays off
• Two floating Holidays
• Parental Leave
• Up to 10 days per month work from home when health protocols allow in-office working
• Transportation reimbursement for travel greater than 25 miles
• Budgeted funding for professional growth opportunities
• Be part of a fast-growing, community-minded, well-respected team.

This is a full-time, 40-/+ hour per week, salaried position that requires some flexibility for night and weekend work. This position requires full vaccination against COVID-19, except to the extent such requirement is prohibited by applicable law.

Forward resume and cover letter to brigitte@thegivingkitchen.org. Use this opportunity to show more of your personality, tell us how you are connected to Giving Kitchen or the food service community, or highlight additional professional and personal experiences. Due to high response rate for this position, only those possessing the desired personal characteristics and skills will be considered for in-person interviews.

*Writing samples or other portfolio work may be requested.

At Giving Kitchen, we believe that a diverse, equitable and inclusive workplace makes us a more relevant, more competitive, and more resilient company and strengthens organizational decision making. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status.