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# Annual Fund Specialist

## Summary/Objective

International Friendships Inc. (IFI), is a faith-based, not-for-profit showing hospitality to international college students, scholars, and their families while studying in the United States. IFI seeks a fundraising professional to join the busy development team of this rapidly growing national organization.

The successful candidate will be a motivated professional with a donor-centric mindset who is ready to enthusiastically support IFI's student-facing mission. Self-directed and highly organized, this key addition to the development team has a positive approach to working with people from a multitude of cultural backgrounds, a honed capacity to manage multiple concurrent projects, is highly equipped with effective time management awareness, as well as strong communication and computer skills. This person thrives as a creative solution finder and seeks a place to grow professionally and spiritually.

## Responsibilities

Key responsibilities include (but are not limited to):

- Helping create and manage Annual Fund Campaign direct mail, phone, online, and website appeals
- Developing and implementing strategies to increase Annual Fund donor acquisition, retention, and upgrades around strategically segmented prospect/donor lists
- Assisting in coordinating production of key collateral materials such as annual impact report, case for support, print and e-newsletters, brochures, and strategic donor communications
- Supporting management and execution of grant funding opportunities, including research, drafting proposals, collating submission materials, and final reporting process requirements
- Mission-Partner Relations: intentional engagement with volunteers and church-partners, cultivation and stewardship to increase partner acquisition, retention, and expansion of partnership base
- Signature event engagement: sponsorship acquisition, committee planning, and post-event follow-up activities, including gift appreciation recognition; other strategic events, as directed
- Data management: fundraising activity documentation and department progress reports and updates
- Other duties, as assigned. Duties/responsibilities may change at any time.

## Required Qualifications, including Spiritual Characteristics

- Well organized, with attention-to-detail, and ability to complete tasks independently
- Strong interpersonal skills for effective donor-centric interactions (acquisition, cultivation, and stewardship)
- Ability to work under stress and be flexible
- Excellent oral and written communication skills
- Willingness to adhere to IFI's statement of faith, core values, and policies

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### **Required Education and Experience**

- Bachelor's Degree or equivalent work experience
- Practical knowledge of Annual Giving best practices
- Proven record of gift solicitation and acquisition
- Proficiency in MS Office software and Google Drive

### **Work Environment, Position Type and Expected Hours of Work, and Travel**

The work environment of this position can be diverse, including in an office setting. This is a full-time, salaried position that requires both consistency and flexibility in scheduling. This position may be called on to work evening and/or weekends. Moderate local travel and some out of town travel is possible as part of this position.

### **Physical Requirements**

The role requires an employee to frequently stand, walk, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 50 lbs.

### **AAP/EEO Statement**

Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is "at-will." That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.