



## Director of Annual Campaign Position Description

Location: Irvine, CA  
Department: Development  
Reports to: Chief Development Officer  
Direct Report(s): Corporate Partnerships Manager and Donor Relations Associate (2)  
Status: Full-Time, Exempt/Salary (Hybrid Optional), \$90,000 - \$106,000/year (DOE)

### **POSITION DESCRIPTION**

The Director of Annual Campaign is responsible for revenue generation through shaping and executing comprehensive annual fundraising strategies. This leader serves as a thought partner and collaborator with the Chief Development Officer in developing and implementing strategy for the Development Department. This role requires the ability to effectively build and manage sustainable relationships within the community and with a variety of constituents. This position will oversee corporate partnerships, annual giving, and special event fundraising and directly manage three Development Team members. All work is expected to be completed in conjunction with the organization's core values: Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship.

### **ESSENTIAL JOB FUNCTIONS**

- Contribute to achieving Development Department revenue goals through corporate partnerships, annual giving, and special events
- **Strategic Corporate Partnerships 35%**
  - Partner with staff to develop and execute strategic plans for corporate partnerships, encompassing identification, cultivation, negotiation, and ongoing relationship management
  - Innovate corporate employee engagement programs, cause marketing initiatives, event sponsorships, and in-kind donation collaborations
  - Seek financial contributions and corporate foundation grant opportunities, ensuring alignment with organizational objectives
  - Manage a portfolio of corporate partners
- **Dynamic Annual Giving 30%**
  - Lead the planning, execution, and evaluation of an impactful annual giving campaign, employing a multi-channel approach
  - Establish and manage a donor recognition and stewardship program to enhance donor engagement
  - Drive matching gift programs, recurring giving initiatives, and strategies for mid-level giving donors
  - Develop and implement compelling donor appeals and ask strategies
- **Special Events 20%**
  - Strategize, plan, and guide special events to enhance donor engagement
  - Support internal teams for seamless event logistics, including venue selection, catering, and promotional activities
  - Evaluate event success and identify areas for improvement
- **Management, Leadership, and Accountability 15%**
  - Collaborate with Chief Development Officer on Department Strategy
  - Develop and manage budgets under categories of responsibility
  - Manage three Development team members
  - Participate in self-growth through professional development
  - Meet organizational deadlines and follow through with activities that impact other departments



### **OTHER DUTIES INCLUDE**

- Execute other duties as assigned

### **REQUIREMENTS**

- Bachelor's Degree with 3-5 years of experience or minimum of 5 years of equivalent job-level experience
- Experience with annual giving and/or corporate partnerships
- Valid Driver's License and vehicle insurance to be able to drive throughout Orange County
- Flexibility to work weekends and evenings as job duties require

### **QUALIFICATIONS**

- Abilities
  - Ability to adapt to changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
  - Ability to manage projects under pressure, balance competing priorities, and meet deadlines
  - Ability to analyze information from many sources and create viable solutions to problems
  - Ability to follow written or verbal instructions
  - Ability to use Microsoft Office applications and donor CRM systems
  - Ability to write and verbalize in the English language
- People Skills Expectations
  - Dedication to developing excellent relationships with colleagues and external constituents
  - Ability to build highly functional teams
  - Speak confidently and enthusiastically in small and large public settings
  - Comfortable interacting with high-level constituents with tact and composure
- Work Habits and Professionalism Expectations
  - Handle sensitive and confidential information appropriately and with discretion
  - Supervise direct and indirect reports and coach for professional growth
  - Receive direction and constructive criticism and be coachable
  - Work independently and move projects forward with minimal supervision
  - Follow-through and complete projects and tasks in a timely manner

### **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

- Regularly required to stand, walk, reach, and use hands
- Extended periods of sitting while working on computer
- Occasionally required to stoop, kneel, and crouch
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location
- Lifting required for event set up (20-25 lbs.)

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