



## Job Description

<b>Position Title:</b>	Fundraising Manager
<b>Department Name:</b>	Programs
<b>Supervisor of Position:</b>	Executive Director
<b>Employment Definition:</b>	<u>Full Time</u> Part Time    Internship    Contract
<b>Location of Position:</b>	Washington, DC - HQ

**Overview:** The Syrian American Medical Society's (SAMS) Fundraising Manager is responsible for planning, executing, and overseeing fundraising strategies, cultivating donor relationships, and ensuring the organization meets its financial goals.

### Key Responsibilities:

#### Planning & Management

- Strategically develops, manages, and implements an annual fundraising plan that is consistent with programmatic and strategic goals of the organization, and increases and diversifies revenue streams.
- Monitors and evaluates all fundraising activities to ensure that fundraising goals are being achieved
- Provides monthly reporting on donor/fundraising information as requested by management and board of directors

#### Major Gifts

- Develops, manages and reports on the organizations' private donors fund which includes donor solicitation, direct mail, e--solicitation, and annual and fundraising campaigns.
- Manages the maintenance of detailed records of all former, current, and prospective major donors in the organization's database.
- Directs and oversees all donor timely acknowledgement, including drafting and generating thank you letters & materials.

#### Private Foundations, Corporate Donors and Charitable Funds

- Identifies and lead all efforts for soliciting funds from private foundations and businesses including applying for grants and development of materials and reports
- Maintains relationships with current donors and grantors while cultivating relationships with prospective private foundations, corporate donors and charitable funds

#### Fundraising Events

- Plans, manages and executes, with the support of department staff and volunteers all fundraising events
- Direct the development of online & printed promotional materials related to fundraising campaigns and events

#### Other

- Take proactive steps to ensure donor privacy. Ensure that all records are adequately protected and maintain confidentially at all times.

- Supervise and work with all staff to ensure efficient upkeep and tracking of donor related data.
- Attend fundraising committee meetings as necessary
- Provide staff support and leadership to onsite and remote team members and volunteers
- Monitor, evaluate, adjust and oversee implementation of annual fundraising plan to insure goals are met
- Report and track progress towards set goals and keep leadership team apprised of success and challenges
- Utilize financial and donor records to identify and reactivate lapsed donors
- Work collaboratively with Media and Communication team to develop and articulate compelling cases for soliciting donations
- Seek and participate in external events and networking opportunities
- Represent department at various organizational committees
- Develop and manage the production and implementation of custom direct mail appeals
- Assist in planning, coordinating and executing annual conferences, symposiums and fundraising galas
- Other duties as may be assigned

**Qualifications/Requirements:**

- Relevant education in marketing, business administration, or fundraising; certifications like the Certificate or Diploma in Fundraising can be beneficial
- At least 7-10 years of experience in Fundraising field
- At least 5-7 years of managerial experience

**Desired Characteristics:**

- Strong communication, interpersonal, and leadership skills
- Strategic planning and project management abilities
- Proficiency in fundraising software and MS Office
- Experience in nonprofit, charity, or educational institutions is advantageous

***SAMS is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. We make hiring decisions based solely on qualifications, merit, and business needs at the time.***