

Director of Annual Giving

Reports To:	VP of Philanthropy	Department:	Philanthropy
Location:	Conant St., Beverly; hybrid option	Classification:	FT
Supervises:	Development Associate, Philanthropy	FLSA Status:	Exempt

Position Summary

The Director of Annual Giving leads Lifebridge North Shore's annual fundraising program and day-to-day donor engagement. This role oversees annual giving, donor stewardship, individual giving, two signature fundraising events, and core development operations.

During Lifebridge's capital campaign, the Director provides continuity and leadership for annual fundraising and donor engagement while the Vice President of Philanthropy focuses on campaign strategy, major donor engagement, volunteer leadership, and campaign execution.

Working closely with the Vice President of Philanthropy and colleagues across the organization, the Director manages a portfolio of donors and prospects, develops fundraising initiatives, strengthens donor relationships, and ensures an organized, responsive, and effective annual fundraising program.

Job Responsibilities

Annual Giving & Donor Engagement

- Develop and manage Lifebridge's annual giving strategy, including direct mail, digital appeals, recurring giving, year-end fundraising, and donor renewal.
- Maintain an annual fundraising calendar that coordinates appeals, stewardship, donor communications, and special campaigns.
- Manage a portfolio of individual donors and prospects through cultivation, solicitation, acknowledgment, and stewardship.
- Develop personalized strategies to strengthen donor retention, increase giving, and deepen engagement.
- Identify opportunities to expand Lifebridge's individual donor base and develop a pipeline of prospective supporters.
- Partner with communications, program, and leadership staff to develop compelling donor communications, stories, and impact updates.
- Represent Lifebridge at selected donor and community events and facilitate opportunities for donors and prospects to engage with the organization and its mission.

Signature Fundraising Events

- Lead the strategy, planning, and execution of two signature fundraising events, including goals, budgets, timelines, revenue targets, and guest experience.
- Develop event strategies encompassing sponsorships, ticketing, programming, honorees and speakers, and fundraising opportunities.
- Secure sponsorships and underwriting in partnership with the Vice President of Philanthropy and Director of Corporate & Community Partnerships.

- Oversee event logistics, including venues, contracts, vendors, catering, timelines, run-of-show, and on-site execution.
- Coordinate event marketing and donor communications with the Associate Director of Communications.
- Monitor event budgets and expenses and work to ensure events meet or exceed net revenue goals.
- Lead post-event stewardship, sponsor recognition, acknowledgments, and debriefs; evaluate results and recommend improvements.

Development Operations & Prospect Development

- Support the day-to-day operations of the philanthropy department, ensuring accurate and timely donor and fundraising activity.
- Maintain accurate donor database records, including gifts, pledges, contact reports, and stewardship activities.
- Review fundraising reports and data to identify trends, opportunities, and follow-up needs.
- Support prospect research and identify potential individual, corporate, and foundation supporters.
- Partner with Finance and other colleagues to support accurate gift and fundraising reporting.

Community Engagement & Collaboration

- Build strong working relationships with staff, volunteers, board members, donors, and community partners to advance Lifebridge's mission and fundraising goals.
- Work with program and leadership staff to identify opportunities for donor engagement, including meetings, tours, events, and mission-focused experiences.
- Represent Lifebridge professionally in the community and at selected organizational and donor events.

Grants, Corporate Support & Special Projects

- Provide support for foundation, corporation, and other fundraising initiatives as needed, including proposals, reports, sponsorship requests, and funder communications.
- Participate in special development projects and initiatives as assigned.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- 7+ years of progressively responsible experience in fundraising, development, donor relations, annual giving, or a related field.
- Experience serving as the lead planner for a signature fundraising event or gala generating \$100,000 or more.
- Demonstrated experience with annual appeals, donor communications, and individual giving.
- Proven ability to build and maintain relationships with donors, community leaders, volunteers, and other stakeholders.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Experience working with donor databases; familiarity with Bloomerang preferred.



- Ability to interpret fundraising data and use reports to inform strategy and follow-up.
- High degree of professionalism, discretion, sound judgment, and attention to detail.
- Commitment to Lifebridge's mission and to the people and communities it serves.

Preferred Qualifications

- Experience managing an individual donor portfolio, including retention, recurring giving, and mid-level donor strategies.
- Experience in a nonprofit, human services, housing, or community-based organization.
- Experience supporting a capital campaign.
- Experience engaging board members or volunteers in fundraising.

Work Environment

General office environment with low to moderate noise level.

Physical Requirements

- Sit for prolonged periods at a desk.
- Type and click repetitively for extended hours.
- View a computer monitor for most of the workday.
- Read printed documents and fine print.

To Apply: Please send resume and cover letter to Brittany Molloy-Kenney,
b.molloykenney@lifebridgenorthshore.org

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.