

LOUISIANA BUCKET BRIGADE

Donor Engagement Manager, Louisiana Bucket Brigade

The Louisiana Bucket Brigade is a 501(c)(3) environmental health and justice organization working with communities that neighbor the state's oil refineries and chemical plants. **Our Mission:** We use grassroots action to create an informed, healthy society that holds the petrochemical industry and government accountable for the true costs of pollution to hasten the transition from fossil fuels. **Our Vision:** is a Louisiana that is a healthy, prosperous, pollution-free and just state where people and the environment are valued over profit. We are looking for an experienced Annual Fund Manager to join our team in advancing this important work.

Purpose of the Position: The purpose of the Donor Engagement Manager is to further the mission of LABB by increasing annual income through campaigns, donor activities, and 1:1 donor engagement. The focus of this position is on mid-level donors (\$1,000 - \$5,000) with a long-term focus on major donors. (\$5,000+).

Reports to: Development Director

Job Status: Full-time, 40 hours per week. Intermittent travel is required. One day per week can be remote time, with up to three weeks available during the year.

Salary & Benefits: \$65,000 annually / Benefits include Medical, Dental, Vision, 401(k), paid vacation, paid time-off, training, education, and professional development.

Essential Duties and Responsibilities

1. Management of Annual Fund and Appeals

- a. Serves as the point person for planning, organizing, and executing our two major annual appeal campaigns: Giving Tuesday (end-of-year) and GiveNOLA Day.
- b. Engages with staff, board of directors, and volunteers on peer-to-peer campaigning for GiveNOLA Day and other peer giving opportunities
- c. Manages outreach, appeals, and stewardship for the Monthly Marchers, LABB's Monthly Giving program.
- d. Provides research and analysis of giving campaigns and uses that research to recommend future targeted outreach and activities.

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2. **Mid-Level Donor Engagement**

- a. Maintains a portfolio of 600 donors for ongoing (1:many) communication and stewardship and prioritizes approximately 50-60 donors with potential for increased giving, with more personalized, 1:1 cultivation.
- b. Works with the Development Director on moves management and cultivation strategies for mid-level donors with major gift potential.
- c. Coordinates identification and relationship-building opportunities for acquisition of new supporters.
- d. Manages and executes the stewardship plan in coordination with the Development Director and Development Volunteer.
- e. Manages development volunteers to assist with stewardship activities.
- f. Creates and sends gift acknowledgments for mid-level donors.

3. **Data Management**

- a. Incorporates data from the CRM and wealth screen database to enhance and strengthen fundraising activities and appeals.
- b. Ensures fundraising activities and donor engagement are accurately recorded in the CRM in a timely manner.
- c. Collaborates with the Data Manager and Development Director on systems and automations within the CRM that will enhance the efficiency of the development department.
- d. Supports donor database maintenance.

4. **Supervision**

- a. Supervises and supports the Development Data Coordinator to ensure a clean, efficient, and productive CRM.
- b. Supervises the Development Volunteer in the execution of LABB's donor stewardship plan.

5. **Staff and Development Team Requirements**

- a. Participate in weekly staff meetings and occasional team building and DEI events, including the annual staff retreat.
- b. Participate in monthly development team meetings.
- c. Participate in and provide support for other development activities and events as needed.

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- d. Complete annual DEI and cultural enhancement requirements.
- e. Use allotted professional development funds to improve and grow skills and capacity.
- f. Adhere to the organizational [values statement](#).

Experience and other requirements:

- At least 5 years of development experience, including demonstrated success in annual giving, donor relations, and successful solicitations.
- Excellent oral and written communication and excellent phone skills.
- Ability to demonstrate initiative and flexibility to achieve independent financial and engagement goals.
- Commitment to maintaining donor confidentiality.
- Commitment to racial justice and DEI.
- Open to giving and receiving regular feedback.
- Excellent organizational skills, including ability to manage multiple projects concurrently.
- Proficiency in using Microsoft Office applications and Bloomerang or similar web-based constituent relations management system (CRM).
- Genuine ability to perform job with the highest level of professionalism, courtesy, compassion and discretion in all interactions.
- Must have a driver's license.
- The selected candidate will provide at least three references.

Preferred Qualifications:

- Volunteer or activism experience.
- Local candidates preferred.
- 2-3 years of management experience.

The Louisiana Bucket Brigade is an equal opportunity employer.