



**Job Title:** Annual Fund Manager

**Salary Range:** \$50-53,000/annually + comprehensive benefits

**Application Deadline:** Midnight on Sunday, March 30, 2025

**Location/City:** Durham, NC

To apply, please visit: <https://triangleland.org/about/job-opportunities>

### **About Triangle Land Conservancy (TLC)**

TLC is an accredited and highly respected land trust, having protected over 25,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC operates a hybrid workplace and is headquartered in vibrant downtown Durham. This is an exciting time to work at TLC as we are seeing a dramatic increase in the use of our public nature preserves and growth in community support for our mission. Since 2018, TLC has doubled the pace of conservation in the Triangle and is conserving over 1,200 acres annually in addition to monitoring and stewarding TLC-conserved lands in perpetuity, hosting numerous public events and education programs, providing volunteer opportunities, and cultivating future leaders. Learn more at [triangleland.org](https://triangleland.org)

### **Position Summary**

The Annual Fund Manager reports to the Associate Director of Philanthropy and is an essential member of the highly collaborative Philanthropy team. This mid-level position is responsible for strategizing, planning, and implementing a comprehensive individual giving program focused on broadening TLC's donor base, increasing the average size of donations, and strengthening donor retention while also providing exceptional donor stewardship practices for TLC's Annual Fund. They will work closely with the Associate Director of Philanthropy, Director of Advancement, and the Executive Director. This person will play an active role in the identification, cultivation, solicitation, and recognition of individual donors and will be responsible for TLC's monthly donor program *TLC Stewards*. After one year, we envision this individual will supervise the Donor Engagement Associate.

## **Key Responsibilities**

### **Annual Fund:**

- Manage TLC's Annual Fund fall and spring appeal cycles and special giving days through direct mail and electronic campaigns by supervising all components and timelines of each activity (including design, composition, segmentation, collaboration, and execution).
- Work closely with the Associate Director of Philanthropy to set revenue goals for the Annual Fund budget and report on Annual Fund goal progress.
- Analyze donor and campaign data to identify and implement strategic adjustments to Annual Fund campaign efforts and segmentation to increase generosity and increase donor retention.

### **Donor Stewardship:**

- Implement TLC's varied donor stewardship processes and work with Philanthropy Team, staff, board, and volunteers to regularly express gratitude for our generous supporters through email, phone call, personal visits, and handwritten thank you notes.
- Analyze and strengthen the donor giving experience for efficiency and impact. Regularly update clear donation messaging and donation forms across TLC platforms, donor acknowledgement letter templates, and donor stewardship flow.

### **Database Oversight:**

- After one year, we envision this role will supervise the Donor Engagement Associate to help ensure timely and accurate gift entry and donor acknowledgements as well as timely and accurate reports to accounting and leadership.
- Identify and prioritize database health and data reporting projects.
- Provide a second line of support for gift entry into Raisers Edge, as needed.

### **General Administrative Support:**

- Support donor engagement events and other TLC events as needed.
- Support TLC's Development Committee meetings and volunteer activities.
- Coordinate with Philanthropy staff, Communications staff, and Senior Leadership team to ensure alignment between program goals and timelines.
- Participate in developing, implementing, and tracking department goals.

## **Skills and Qualifications**

- At least 3 years of relevant experience in a fundraising-related role.
- Proven track record working on annual funds/campaign.
- Ability to consistently meet deadlines while handling multiple assignments.
- Excellent written and verbal communication skills, including experience with writing materials and experience engaging with donors at all levels.

- Strong organizational and project management skills with precise attention to detail with the ability to manage complex projects and competing deadlines.
- Exceptional attention to detail and analytical skills, including experience with reporting.
- Ability to work independently with minimal supervision, while managing multiple tasks and priorities.
- Proficiency with Microsoft Office/Office 365 and CRM databases (Raiser's Edge NXT experience a plus).
- Commitment to fostering an inclusive and collaborative work environment.
- Reliable transportation and ability to travel to in-person meetings and TLC worksites.
- Supervisory experience a plus.

### **Work Schedule and Benefits**

This is a full time (40 hours/week), hybrid, permanent, exempt position. The work schedule for this position is Monday-Friday with occasional weekend and evening hours for community and donor events (schedule adjusts accordingly). After onboarding, a typical week involves a mix of work in the community (including TLC preserves), and at least one day in person in a TLC office. In addition to salary, regular holidays, and paid time off, employees receive 100% employer-paid group medical, vision and dental insurance with a Health Savings Account or Flexible Spending Account, short-term and long-term disability insurance, term life insurance, and an Employee Assistance Program. TLC also offers a voluntary 403(b) retirement plan and an employer-paid Simplified Employee Plan beginning after 12 months of employment. Beyond standard benefits, employees receive funding to participate in diversity, equity, and inclusion training and opportunities for individual professional development on an ongoing basis.

### **Equal Opportunity**

TLC is an equal opportunity employer that recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, gender identity, national or ethnic origin, disability, veteran status, or age. People of color, LGBTQ people, people with disabilities, and members of other historically disenfranchised populations are strongly encouraged to apply.

We strive to ensure our hiring process, including the submission of the application, meets your needs. To submit an application to this post, you will need to upload a resume and answer a few questions (using open text and multiple choice answers). If there are accommodations that would help you in submitting the application, please email [hr@triangleland.org](mailto:hr@triangleland.org). For accommodations needed during the interview process, we have a section to indicate this in the application (no need to email).