



THE CHILDREN'S ROOM

Caring support for grieving children, teens and families

The Children's Room is the leading nonprofit bereavement organization in Massachusetts dedicated to creating safe, supportive communities to that no child, teen, or family has to grieve alone. We offer grief support, training and education. Our support services are for families with children (ages 3.6 - 18) who have experienced the death of a parent or sibling. <https://childrensroom.org/about/>

Position Summary:

The Annual Giving Manager is responsible for the successful implementation and management of annual fundraising events and activities based on the Benevon fundraising model. In collaboration with the Philanthropy Director will set goals and implementation plans for annual activities including Circle of Hope Breakfast, Tours, Memories Walk, Marathon, Appeals and Donor Report. Participate as team leader for Sustainable Fundraising Committee (SFC) team.

Major Responsibilities Include:

- Learn and follow Benevon fundraising model.
- Serve as team leader for Sustainable Funding Committee; working in collaboration with Philanthropy Director. Responsible for creating meeting agendas, summaries and overall structure of committee.
- Responsible for "Vision of Hope" tour program (including Arlington and "tour in a box" in community)
 - Act as tour guide in conjunction with ED
 - Coordinate and make follow up phone calls
 - Actively recruit new tour hosts and testimonial speakers and maintain calendar of dates (community and private tours)
 - Create, update and maintain materials and scripts as needed
- Organize and oversee the annual "Circle of Hope" breakfast including corporate sponsorship program, table hosts, speaker management, overall time management of event, and manage all logistics. Serve as point person for video. Oversee and participate in donor follow up and thank you process.
- Responsible for overall management of Memories Walk event including sponsors, speakers, logistics and online fundraising platform.
- Serve as point person for submission of Marathon application to John Hancock; team selection, coaches contact and participation of team members. Liaison with John Hancock and Crowdrise.
- Work closely with Philanthropy Director re: creating and monitoring budget for all events.
- Work in collaboration with Marketing and Communications consultant and Philanthropy Coordinator on strategy and implementation (queries, design) of fall and spring appeals and annual donor report.
- Act as contact for third party events.
- Supervise (in conjunction with program supervisors) interns / volunteers as needed.

Skills and Experience Required:

- 2 or 4-year college degree
- 3-5 years' experience managing donor special events, preferably for a non-profit organization
- Computer literate with experience in Microsoft Office applications (Word, Excel)
- Knowledge of eTapestry or CRM database
- Detail oriented and ability to multi-task and prioritize
- Ability to work cooperatively and collaboratively in a team environment with staff, volunteers and donors
- Effective oral and written communication skills
- Strong public speaker (ability to lead tours effectively)
- Ability to establish and maintain productive and cordial working relationships with diverse groups of people
- Well organized and dependable
- Flexibility in schedule – available for meetings / tours at night as needed
- Sense of humor
- Commitment to the goals and values of The Children's Room

To apply:

Please send resume and cover letter to employment@childrensroom.org