



POSITION TITLE: Annual Fund Manager

REPORTS TO: Director of Philanthropy

Position Summary

The Annual Fund Manager is responsible for implementing and supporting the Medic One Foundation's annual giving programs and campaigns developed by the Director of Philanthropy. We're looking for someone who loves working with people, brings strong team camaraderie, and approaches their work with energy, professionalism, and a can-do attitude.

This role focuses on campaign execution, donor engagement, stewardship coordination, and cross-department collaboration—particularly with the Marketing & Communications team—to ensure fundraising efforts are delivered effectively across multiple channels.

The Manager also supports special events through logistics, procurement, volunteer coordination, and data management, and assists with workplace giving initiatives, including the annual Microsoft GIVE campaign. This position plays a key role in strengthening donor participation, retention, and engagement for donors giving up to \$10,000 annually.

Key Responsibilities

- Implements annual giving campaigns including direct mail, digital appeals, Giving Tuesday, year-end appeals, workplace giving, and donor stewardship initiatives.
- Serves as campaign coordinator for annual giving efforts, managing timelines, deliverables, and internal coordination across Development and Marketing teams.
- Works closely with the Marketing & Communications team to align fundraising campaigns with integrated communications plans and ensure accurate, donor-centered messaging across email, print, and digital channels.
- Assists in preparing campaign materials by providing donor segments, fundraising goals, timelines, and review support for fundraising accuracy and clarity.
- Supports donor acquisition, retention, and re-engagement efforts through stewardship touches and segmented outreach.
- Pulls mailing lists, runs reports, updates donor records, and maintains accurate donor data in the CRM; serves as backup for gift entry as needed.
- Provides logistical, procurement, and data support for special events including the Lifesavers Gala, donor recognition events, and paramedic training experiences.
- Oversees volunteer coordination for fundraising and engagement activities, including scheduling, communication, and appreciation.
- Assists with workplace giving programs, including coordination of the annual Microsoft GIVE campaign.

- Prepares routine reports and campaign summaries for the Director of Philanthropy and development team leadership.
 - Performs other related duties as assigned.
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Qualifications

- Bachelor's degree or equivalent professional experience.
 - 3 + years of experience in fundraising, nonprofit development, marketing coordination, or event support.
 - Experience working cross-functionally with marketing or communications teams preferred.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook); Canva, experience with donor databases/CRM systems a plus (Raiser's Edge, Greater Giving preferred)
 - Strong organizational and project coordination skills with attention to detail.
 - Ability to manage multiple projects and deadlines in a fast-paced environment.
 - Strong written and verbal communication skills.
 - Driver's license and transportation, as events are off-site.
 - Commitment to the Medic One Foundation mission.
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Work Environment and Conditions:

- Full-time, non-exempt position (40 hours week) Monday – Friday, with occasional evening and weekend work.
- In-office-role in Bellevue with occasional meetings and events offsite.
- Requires the ability to manage multiple priorities in a dynamic non-profit environment.

External Contacts:

- Limited contact with the public, including community organizations, Board of Directors, administrative staff, volunteers, and donors.
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Compensation and Benefits:

Salary: \$68,000-\$74,000 annually, DOE, comprehensive benefits package, 401k match, generous PTO.

How to Apply: Don't just send a resume. Tell us why you're the right person to help grow our annual fund and deepen donor relationships, and why we should bring you onto our team. Send to Kim Martin at kim@mediconefoundation.org

Equal Opportunity Statement: We're committed to diversity, equity, and inclusion in our staff and volunteers, our board of directors, and the programs and organizations we fund. Medic One Foundation provides equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.