



Manager of Annual Giving and Foundation Events

JOB CLASSIFICATION

Pay grade level: 15

Compensation: up to \$84,132. Compensation will be commensurate with education and experience.

Employee category: Full-Time Staff

Department: Foundation

Reports to: Executive Director

FLSA status: Exempt

Job Code: TBD

Location: Primarily Main Campus, but any other college location as assigned by the appropriate administrator

SUMMARY

The Manager of Annual Giving and Foundation Events is responsible for the planning, implementation, and management of a comprehensive Annual Fund program for Kansas City Kansas Community College (KCKCC) Foundation. Additionally, this position will oversee the planning, implementation, and management of foundation events. This position focuses on campus employee giving, donor annual fund giving, and foundation events to encourage alumni involvement and donor support. The Director will collaborate across campus to cultivate a culture of philanthropy, expand the donor base, and increase annual giving participation among alumni, employees, students, and community partners.

POSITION DESCRIPTION

- Develop and implement a comprehensive annual giving program that includes multi-channel campaigns (direct mail, digital, social media, employee giving and crowdfunding).
- Manage all aspects of annual campaigns, including planning, segmentation, messaging, timelines and performance tracking.
- Grow donor participation and retention, with a focus on first-time donors, alumni and employee giving initiatives.
- Analyze campaign performance and utilize data to inform strategy, improve ROI, and identify new opportunities.
- Lead planning and execution of signature Foundation events and college engagement activities.
- Assist college groups and departments in campus fundraising initiatives.
- Ensure events align with Institutional priorities and effectively support fundraising goals and donor cultivation strategies.
- Oversee event budgets, logistics, vendor management, and post-event evaluation.
- Collaborate with communications staff to ensure cohesive branding, messaging, and promotion of events.
- Partner with Foundation leadership to develop and implement donor stewardship strategies tied to annual giving and events.
- Assist in identifying, cultivating, and soliciting donors at leadership annual giving levels.
- Ensure timely and meaningful acknowledgement, recognition, and reporting for donors.
- Collaborate with marketing and communications to develop compelling storytelling and donor-centric content.
- Maintain accurate donor and campaign records in the donor database (CRM).
- Generate reports to evaluate progress toward fundraising goals and guide strategic decision-making.
- Ensure compliance with all College policies and ethical fundraising standards.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fundraising principles, donor cultivation, and stewardship practices.
- Knowledge of Blackbaud Raiser's Edge or a related donor-management CRM.
- Strong organizational and project management skills, with the ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Excellent written, verbal, and interpersonal communication skills, including the ability to articulate the College's and Foundation's strategic goals.
- Ability to develop and maintain strategic relationships with diverse internal and external stakeholders.
- Ability to work independently and collaboratively in a team environment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in nonprofit management, communications, marketing, business, or a related field.
- Minimum of three (3) years of fund development, annual fund, and event planning experience.
- Experience using nonprofit fundraising or donor-management CRM software.
- Demonstrated success in managing fundraising campaigns or events.

PREFERRED QUALIFICATIONS

- Experience with Annual Fund Development and Event Planning at a higher education institution.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift items.

WORK SCHEDULE

40 hours per week, during regular hours of Monday – Friday 8:00 am – 4:30 pm. Must be able to work a variable schedule/hour to meet operational needs. May require evening and weekend hours.

*****This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.**

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