

**DEPAUL USA, INC POSITION DESCRIPTION**

**TITLE: Director of Annual Giving & Events
FLSA CLASSIFICATION: Exempt
HOURS: Full Time
RESPONSIBLE TO: Senior Director of Development & Major Giving
DIRECT REPORTS: None
LOCATION: Chicago, IL**

Mission

Depaul USA is the Chicago-based, US affiliate of the international homelessness services organization Depaul International. We support homeless and marginalized people around the world, providing people experiencing homelessness with purpose and hope for a positive future. Our vision is that everyone has a place to call home and a stake in his or her community. In cities across the nation, we meet people where they are to address their needs. Through a combination of homelessness services and a growing housing portfolio, Depaul USA is innovating and bringing real solutions to those facing homelessness.

Depaul USA is a growing, national, not-for-profit organization that serves more than 3,200 people annually and has a combined operating and capital budget of more than $6 million. Our Vincentian values underpin what we do:

• We celebrate the potential of people;
• We put our words into action;
• We aim to take a wider role in civil society; and
• We believe in rights and responsibilities.

Please visit [www.depaulusa.org](http://www.depaulusa.org) to learn more.

Position Description

The Director of Annual Giving and Events is responsible for executing and building the annual giving mail/email program to create an even more successful entry level gift process. This role will have primary responsibility for maximizing use of Donor Perfect, the donor management software. The person in this position will advise and support special event leaders in the seven cities where Depaul USA has programs and will organize stewardship events as needed.

ESSENTIAL JOB FUNCTIONS
Annual Fund Responsibilities

1. Contribute to the annual plan for annual giving and events to include goals, objectives, strategies, budget, and timeline for maintaining and building the annual fund effort. Report regularly to the Senior Director of Development on progress toward achieving the goals of the plan for annual giving and events.
2. Create the annual giving and events budget to be incorporated into Development’s overall budget. Manage and report regularly to the Senior Director on budgetary matters.
3. Plan and execute the annual fund mail/email solicitations. Execute all details of the mailings from copywriting and graphic design through production and timely mailing, working with vendors as needed.
4. Analyze and report on all responses to solicitations.
5. Plan and execute the organization’s semi-annual newsletter, *Homeward*.
6. Review all Depaul USA communications to annual fund donors and prospects to assure that cultivation of these relationships is as complete as possible.
7. Assume the lead on managing Donor Perfect, our donor management software. Assure that all staff dealing directly with donors are trained on the system, and with each contact with a donor the record is updated.
8. Acknowledge gifts promptly and appropriately.
9. Other duties as assigned.

Event Responsibilities

1. Advise and support event leaders, both staff and volunteers, in the seven cities where Depaul USA has programs, to include planning and goal setting, volunteer and participant recruitment, and effective communications to elevate awareness and enthusiasm for the events, and to create interest among prospective corporate sponsors.
2. This position requires frequent travel, up to 20% of the time.
3. Train staff and volunteers as needed in the use of Donor Perfect’s event management software to assure capture of all participants’ contact information. This will ultimately be transferred to Donor perfect.

Knowledge, Skills and Abilities

1. Bachelor’s degree from an accredited college or university.
2. Three-to-five years of experience in developing an annual giving program, and in event creation and execution.
3. Demonstrated history of success in relationship management with individuals and in building a consistently growing annual giving program.
4. Exceptional written and oral communication skills. Presentation ability should be compelling and persuasive.
5. High-level competence in writing, proofreading and editing, and knowledgeable about graphic art execution and printing.
6. Ability to handle multiple projects and effectively manage and set priorities.
7. Goal oriented, comfortable in initiating programs, creating and cultivating relationships with individual donors, and working with board members.
8. Strong interpersonal skills, organization skills, and the ability to work in a team and at all levels of the organization.