

Annual Giving & Operations Specialist

Reports to: Chief Advancement Officer

FLSA Status: Non-Exempt

Salary Range: \$54,000–\$58,000

Date: February 2026

Mission: To create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Position Summary

Reporting to the Chief Advancement Officer, the Annual Giving & Operations Specialist is a member of the Advancement department (fund development and marketing) and is responsible for managing the organization's annual giving program and strengthening the operational systems that support fundraising.

This role owns the annual giving engine. It ensures campaigns are sequenced properly, donor segments are defined clearly, reports are accurate, and timelines are documented. It is the connective tissue between fundraising strategy and day-to-day execution.

If you like building structure, organizing moving parts, and making systems run better over time, this role will feel meaningful.

Duties and Responsibilities

Annual Giving

- Develop and manage the annual giving calendar in partnership with the Chief Advancement Officer.
- Coordinate execution of annual appeals, recurring giving initiatives, and mid-level donor communications.
- Monitor revenue performance against goals and identify trends.
- Support segmentation strategies to ensure the right audiences receive the right communications.
- Track donor retention and recurring giving performance.

Reporting and Analytics

- Define and maintain regular fundraising dashboards and reporting structures.
- Prepare monthly and quarterly performance summaries for leadership.
- Analyze donor data to identify opportunities for deeper engagement or improved retention.
- Ensure revenue data aligns across DonorPerfect, Qgiv, and related platforms.
- Collaborate with Donation Center leadership to track and report on clothing donation volume and revenue performance.
- Support segmentation and reporting strategies that integrate clothing donors into broader fundraising engagement pathways when appropriate.

- Ensure revenue alignment and reporting accuracy between Donation Center systems and Advancement reporting dashboards.
- Identify trends in clothing donation patterns to inform seasonal marketing and campaign strategy.

Systems and Workflow Management

- Maintain documentation of Advancement workflows, timelines, and standard operating procedures.
- Coordinate cross-platform activity between DonorPerfect, Constant Contact, Qgiv, and event systems.
- Partner with outsourced CRM support to ensure data integrity and consistent usage.
- Identify inefficiencies and recommend improvements to processes over time.

Team Support and Alignment

- Provide clean segmentation lists and campaign timelines to the Content & Campaigns Specialist.
- Provide donor data and stewardship timing guidance to the Advancement Specialist.
- Ensure that event and campaign revenue is properly categorized and tracked.
- Serve as a resource to the Advancement team for reporting and operational clarity.

Cross-Functional Collaboration

- Partner with Finance to ensure fundraising revenue is reconciled accurately.
- Collaborate with program staff to align donor impact reporting with fundraising communications.
- Support leadership with accurate and timely data for Board reporting.

Experience and Background

We do not require a specific degree for this role. We value systems thinking, organization, and the ability to translate strategy into structured execution.

The ideal candidate will have:

- Three or more years of experience in fundraising operations, annual giving, nonprofit administration, or related work.
- Experience working with donor management systems and fundraising platforms.
- Strong comfort working with data and reports.
- Demonstrated ability to manage complex timelines and processes.

Experience with DonorPerfect, Qgiv, and email marketing platforms is preferred. Experience building dashboards or working with fundraising analytics is a plus.

Knowledge, Skills, and Competencies

Systems Thinking

- Ability to see how different tools and processes connect.

- Strong attention to detail and commitment to accuracy.
- Comfort documenting workflows and building structure.

Data and Analysis

- Ability to interpret fundraising data and identify patterns.
- Experience preparing performance summaries and reports.
- Comfort working with spreadsheets and donor management systems.

Organization and Execution

- Ability to manage multiple campaign timelines simultaneously.
- Strong follow-through and ability to work independently.

Collaboration and Communication

- Ability to communicate clearly with both technical and non-technical team members.
- Strong partnership mindset across departments.

Ethics and Integrity

- Commitment to maintaining donor confidentiality.
- Alignment with BBBSRI's core values: Respect, Accountability, Integrity, Safety, Empowerment, and Partnership.