

Position Announcement

Position Title: Annual Fund Manager

Posting Number: 202506-405

Salary: Starts at \$63,000, commensurate with experience

Reports to: Chief Development Officer

Employment Type: Full-Time, Exempt

Location: Raleigh, North Carolina (Administrative Office)

Application Deadline: Open until filled

Who we are: Legal Aid of North Carolina is a statewide, nonprofit law firm that provides free legal services in civil matters to low-income people to ensure equal access to justice and to remove legal barriers to economic opportunity. Legal Aid is an innovative, creative, progressive, and efficient civil legal service provider to the poor, working towards an inclusive justice system of equal access. All voices are valued, heard, and respected.

Legal Aid of North Carolina is the only statewide legal services organization serving low-income people in all 100 counties. It is the third largest law firm in North Carolina, employing over 400 attorneys and professional staff and serving over 40,000 people each year. It has offices located in 23 counties throughout the state.

Why this role matters: The work performed by the Annual Fund Manager will directly support our civil legal services, while helping to ensure fair treatment under the law. This is an opportunity to grow professionally while helping to expand access to justice.

Who we are looking for: Legal Aid of North Carolina is seeking a strategic and results-driven individual who will have primary responsibility over the execution and management of the annual fund program, including stewardship, sustainer, and leadership donor programs. The individual in this role will support a coordinated matrix of cultivation, solicitation, and stewardship strategies involving email, online giving channels, and direct mail focused on shaping a sustainable tradition of annual support from entry and mid-level donors. The Annual Fund Manager will also provide oversight and supervision to the Development Specialist.

What you will do:

Annual Fund

- Implement a comprehensive annual fund effort including customized campaigns, online giving, direct mail, and e-newsletters to attract and retain a broad base of donors across the state.

- Designing and implementing a strong stewardship program that supports high retention and donor growth.
- Manage and grow the Justice LEAG monthly donor program.
- Utilize CRM (Raiser's Edge) to inform donor engagement from qualification and solicitation through stewardship.
- Along with the Development Specialist, ensure the timely acknowledgment of donations and accurate data entry of donor engagements.
- Support moves management process for increasing donor levels.
- Monitor annual fund progress, analyze data, and provide reports on fundraising progress.
- Work with communications team to promote the LANC story within and outside of the legal community.
- Focus on effective communication and solicitation activities within specific donor segments identified as having potential for the greatest growth.
- Support LANC's Development committee by planning and executing annual strategy, maintaining dashboard updates, and creating agendas/materials.
- Serve as primary liaison for third party fundraising efforts and donor events.

Donor Services and Database Management

- Supervise and train the Development Coordinator to enter gift and donor information, generate acknowledgment letters and tribute cards, and support stewardship activities.
- Maintain database health supporting accurate gift and constituent coding, constituent duplicate management, email and mailing list protocols, etc.

Donor Stewardship

- Promote a culture of stewardship and stewardship best practices.
- Collaborate effectively between development, pro bono, community engagement, and communications department to meet shared goals.
- Support prospecting and cultivation efforts.
- Analyze and report upon giving data and benchmarks.

What you will bring to Legal Aid of North Carolina:

- Bachelor's degree (preferred)
- 3-5 years development or nonprofit experience leading efforts to raise over 1M annually
- Experience with Blackbaud CRM (preferred)
- Excellent analytical and problem-solving skills
- Well versed in direct mail and digital solicitation best practices and implementation

- Strong organizational and time-management skills, including the ability to set priorities and manage multiple projects simultaneously
- Proven track record of success in meeting fundraising goals
- Comfortable and able to communicate with diverse donors and volunteers
- Team player with strong interpersonal skills
- Exercise creative and critical thinking
- Ability to handle multiple projects, set priorities, and meet deadlines.
- Able to perform other duties as assigned

What we offer:

- Competitive salary and benefits package
- 401(k) retirement plan
- Flexible work environment
- Paid time off and holidays
- Paid parental leave
- Disability insurance
- Life insurance
- Professional development opportunities

How to apply:

Legal Aid of North Carolina believes all our professionals bring unique approaches and ideas to solving problems and advancing our mission.

If this is the work environment you would like to join, we invite you to apply for this wonderful opportunity. Please submit a cover letter and resume with the subject line “**Annual Fund Manager**” and the posting number to: jobs@legalaidnc.org. Professional reference checks and a pre-employment background check will be conducted as a condition of employment.

Legal Aid of North Carolina is an equal opportunity employer. We welcome all qualified individuals to apply and are dedicated to ensuring that selection is based solely on relevant qualifications and experience. We strongly encourage candidates with lived experience in the communities we serve to apply.