



JOB POSTING

Annual Fund Coordinator

Job title: Annual Fund Coordinator

Reports to: Development Director

Job type: Full-Time (non-exempt)

Salary: \$23-\$25/hour

Apply here: <https://forms.office.com/r/WgeQ8YXG3u>

Deadline: June 20, 2025

The Advocates for Human Rights: The Advocates is a volunteer based, non-governmental, non-profit 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates' programming focuses on women's rights, including freedom from violence; migrant and refugee rights, including both advocacy and legal services; peacebuilding in post-conflict societies; due process and freedom from persecution; and economic and social rights. The Advocates work to bring about systems change, reinforce accountability mechanisms, raise awareness, foster tolerance, and help individuals more fully realize their inherent rights.

Position Summary

The Annual Fund Coordinator inspires primarily individuals and law firms to support the mission of The Advocates for Human Rights with donations and sponsorships. The preferred candidate will have a proven history of coordinating appeals, events, and donor relations. We are seeking a colleague who is passionate about human rights and the rule of law. You will play a central role in securing funds that fuel the mission and operations of The Advocates. The role is hybrid with 3 days in the office per week, potentially more during event weeks.

Key Responsibilities

1. Appeal Coordination (30%)
 - Coordinate strategic and cohesive communication to annual fund supporters
 - Utilize effective solicitation and communication strategies for donors using multi-channel approaches
 - Coordinate quarterly appeals.
 - Write, print, and mail appeals
 - Write copy for annual fund and newsletters
 - Meet new donor, donor retention, and applicable donation goals
 - Track timelines, appeal responses, and giving trends to ensure goals are met
 - Work with the data specialist to pull and analyze reports and lists for development campaigns, events, and board reports.
2. Event Coordination (30%)
 - Manage fundraising and other donor cultivation events

- Meet attendance and fundraising goals
 - Manage backout calendars, coordinate event planning processes, and ensure deadlines are met
 - Support the planning, coordination, and execution of the annual Human Rights Awards Dinner:
 - Recruit members for and lead the planning committee
 - Manage event sponsorships
 - Work with individual table hosts
 - Oversee all elements of the silent auction
 - Ensure timely production and printing of invitations and other collateral
 - Work with vendors and program participants
 - Deepen relationships with sponsors and table hosts
 - Track event RSVPs
 - Support the planning, coordination, and execution of annual house parties and salons:
 - Create and maintain calendar of fundraising and relationship building events
 - Work with program directors to identify and track hosts, co-hosts, and matching fund providers
 - Liaise with hosts and co-hosts on event logistics and registrations
 - Ensure timely production, printing, and mailing of invitations and other collateral
 - Collaborate with communications staff on marketing the events
 - Coordinate check-in at the events and assign event roles to staff and volunteers
 - Deepen relationships with hosts and co-hosts
 - Track event RSVPs
 - Conduct data analysis of key event metrics
3. Donor Relation Coordination (30%)
- Support the overall, long-term financial strength of The Advocates through strengthening relationships with individual sustaining, grassroots, and aspiring supporters
 - Help annual donors reach their philanthropic goals
 - Manage relationship mailings – including gift anniversary and birthday cards, post cards from travel destinations, thank you cards for event hosts and co-hosts, condolence cards, etc.
 - Identify and deepen relationships with mid-level donors, including new strategies for donor appreciation
 - Create relationships with new donors, including new strategies for donor appreciation and retention
 - Utilize moves management practices to grow annual fund
 - Create and execute strategies to attract new donors
4. Development Intern and Volunteer coordination (10%)
- Coordinate development interns
 - Recruit, hire, and onboard interns
 - Plan, delegate, and supervise projects and tasks
 - Support, teach, and train in development best practices
 - Conduct exit interviews with interns upon end of internships
 - Coordinate development volunteers

- Maintain relationships with current volunteers
- Recruit and onboard new volunteers
- Schedule volunteers and support in office and remote projects

Additional responsibilities

- Support gift processing and data analysis when needed.

Qualifications

- Able to establish priorities and manage concurrent projects effectively, set priorities, and follow through
- Interested in working in databases
- Passionate about turning data into action
- Focused on details while being mindful of the big picture
- Committed to the advancement of human rights and/or social justice
- A college graduate or equivalent
- Constituent management databases, RE/NXT preferred
- Fundraising or sales
- Donor or customer relations

Compensation

Between \$23-\$25/hour based on experience with a generous benefits package that currently includes vacation, personal days, holidays, sick leave, parenting leave; medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

Location and Status

This position is a full time *Hybrid Position* with at least 3 days in our downtown Minneapolis office, sometimes more depending on datelines.

This position is not a management position and is represented by the Office of Professional Employees International Union, Local 12.

This is a non-exempt position.

To Apply

Please use the following link to submit your application, letter of interest, and resume:

<https://forms.office.com/r/WgeQ8YXG3u>

No phone calls, please.

Equal Opportunity Employer

The Advocates for Human Rights is an equal opportunity employer. The Advocates does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected status.