Job Opening

Job Title:	Annual Fund Manager	**Department:**	Development
Reports To:	VP of Development, Advocacy, and Communications	**Employment Type:**	Regular
Classification:	Full-Time	**FLSA Status:**	Exempt
Location:	Concord	**Date Approved:**	7/1/2026

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Annual Fund Manager leads FBCCS's Annual Fund program, overseeing the donor acquisition, retention, and upgrade strategies that drive millions of dollars in annual giving to support hunger relief in Contra Costa and Solano counties. This role directs a team of fundraising professionals, manages all annual fund activities, and Food Bank hosted fundraising events and stewardship initiatives to deepen relationships with donors at every level. Working in close partnership with the VP of Development and Communications, the Annual Fund Manager uses data to refine strategy, inspire a high-performing team, and ensure that every donor touchpoint advances the mission to end hunger.

Essential Duties

- In collaboration with the VP of Development and Communications, develop and execute the overarching fundraising strategy and creative direction of the Annual Fund program to acquire, retain, and upgrade donors.
- Manage all Annual Fund fundraising programs—including direct mail, email marketing, and monthly giving—and serve as the primary liaison with vendors.
- Write and oversee the design of compelling mail and email solicitations and stewardship pieces for all Annual Fund donors, including monthly, mid-level, and major donors.
- In partnership with the Donor Relations Manager, establish and maintain a comprehensive stewardship program for the annual fund donor base.
- Collaborate with the Leadership Gifts team to ensure the Annual Fund program serves as an effective pipeline for other giving opportunities.
- Develop and maintain ongoing measurement and progress reports using data analysis; refine strategies proactively based on performance findings.
- Prepare and manage the annual giving budget.

- Work with the VP of Development and Communications to ensure all annual fund tactics align with departmental goals and that tracking mechanisms are in place to evaluate effectiveness.
- Inspire, mentor, and manage a team of fundraising staff, providing regular opportunities for professional growth and recognition.
- Collaborate with the Donor Database Specialist to build Salesforce dashboards that measure, analyze, and report on fundraising performance.
- Plan and direct the Food Bank's annual fundraising and stewardship events.
- Develop an understanding of donor segment motivations through continuous best-practice testing and share learnings with the Development and Communications team.
- Collaborate with the Marketing & Communications department to ensure printed and electronic fundraising strategies remain on track and meet organizational expectations.

- Plan and direct Food Bank's annual fundraising and stewardship events.
- Develop a deep understanding of what motivates each donor segment through continuous testing of best practices; share these learnings regularly across the Development and Communications team.
- Communicate donor impact in innovative and creative ways, strengthening current stewardship programs and launching new initiatives to increase retention rates.
- Work with the Donor Relations Team to ensure that all donor communications, including direct mail, acknowledgment letters, welcome series, and other stewardship pieces, are accurate and timely.
- Attend department- and organization-wide meetings, training, and team-building events.
- Operate Food Bank vehicles as needed.
- May need to work occasional weekend days for programs and events.

Skills and Qualifications

Required

- Five or more years of experience in fundraising with strong knowledge of best practices or sales fundamentals, or an equivalent combination of education and experience.
- Three or more years of supervisory experience leading managers and teams within a development function.
- Strong project management skills, including planning, coordination, communication, and budget management.
- Proficiency with Microsoft Office Suite and CRM tools; Salesforce experience strongly preferred.
- Excellent written and verbal communication skills, including experience writing compelling and effective donor-facing content.
- Demonstrated ability to use data analysis to evaluate program performance and make strategic decisions.
- Ability to work flexible hours, including evenings and weekends as needed.
- A California driver's license and ability to be insured under the Food Bank's insurance policy.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across difference.

Preferred

- Bachelor's degree in a relevant field.

- Direct mail fundraising experience.
- Experience in a nonprofit, mission-driven, or community-based environment.

Competencies

- **Adaptability —** Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- **Cooperation —** Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- **Dependability —** Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- **Job Knowledge —** Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- **Organization Support —** Upholding the organization's values, policies, and mission.
- **Teamwork —** Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.
- **Innovation —** Thinking creatively and resourcefully to generate practical ideas that improve how work gets done.
- **Leadership —** Inspiring trust and motivating others to perform at their best through composure, courage, and decisive action.
- **Performance Coaching —** Setting clear expectations, providing meaningful feedback, and supporting staff growth and recognition.

Additional Information

In instances of a federal, state, or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Work Location

This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

Work Environment

This position works primarily in an office environment. The employee may be occasionally exposed to work near moving mechanical parts and cold temperatures. The noise level is generally moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to talk or hear, sit, stand, walk, use hands to type and handle materials, and reach with hands and arms. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

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Compensation
This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is 101,928 annually

Schedule
This position is regularly scheduled Monday – Friday, but hours outside of the regular schedule may occasionally be required

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Annual Fund Manager".

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: http://www.foodbankccs.org/careers