Beth Interactive

fundraising manager

JOB DESCRIPTION

Overview

A dynamic digital-first philanthropy and communications agency with 21 team members, Beth Interactive seeks 2 full-time Fundraising Managers to conduct fundraising and marketing campaigns. We are looking for motivated, detail-oriented team players with experience in fundraising and/or non-profits who can jump in quickly to work with our team on clients' campaigns and projects.

In this position, each Manager will be responsible for working internally with the BI team and directly with clients on a variety of projects, including:

- Annual giving appeals
- Database management
- Donor surveys
- Email fundraising and marketing
- Fundraising and communications strategies
- Giving days
- Healthcare, higher education and/or independent school fundraising
- Website and online giving updates (if applicable based on candidate's skills)

Each Manager will work both independently and in collaboration with team members. On-the-job training will be provided as needed. **Responsibilities may include, but not be limited to:**

- Managing client projects, including agendas, recaps, internal Beth Interactive and external vendor relationships, and ensuring all project tasks are completed on time
- Strategizing and implementing annual giving, direct mail and email marketing campaigns that reflect best practices and brand standards
- Managing prospective and new client relationships, including attending and sometimes leading calls with existing clients
- Editing, proofing and potentially light copywriting of client communications
- Ensuring quality control for print and digital appeal elements—including link checking, proofing, consistency across versions and adherence to client brand
- Understanding client brand standards and ensuring compliance with brand guidelines
- Analyzing email results and providing reporting and strategic recommendations for clients
- Conducting analysis of gift data to identify trends and areas of improvement
- Email database management, including managing segments and exclusion lists
- Light email coding in drag-and-drop platforms
- Webmaster support, such as updating website pages, landing pages, online giving forms and peer-to-peer fundraising pages
- Collaboration with internal team and external vendors
- Other duties as assigned

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Ideal Candidate

- **Project Manager:** Extremely organized, detail-oriented, phenomenal communicator. Must be proactive, comfortable and professional when working with team and clients. Capable of independently managing a wide variety of project deliverables and deadlines with high quality, accuracy and exceptional attention to detail—while also keeping clients, vendors and other team members on task.
- **Personality:** Superior verbal communication and interpersonal skills essential. Ambitious, focused and self-motivated. A strong team player who is willing to jump into new things and support their team members while on tight deadlines.
- **Extra Skills:** We'd ideally like someone with a little something extra to offer in the digital or communications arena, and any of the following skills are a plus: professional copywriting, proofreading/editing skills, email coding (HTML, CSS, Javascript), graphic design, digital ads, etc.

Qualifications

- **Education:** Preferred Bachelor's degree in communications, fundraising, journalism, marketing or related field; candidates with commensurate experience will be considered.
- **Prior Experience:** Experience in fundraising and/or non-profit project management strongly preferred; candidates with exemplary marketing and/or communications experience will be considered. 3+ years' experience in a similar professional role preferable, but not required.
- **Location:** Candidate will ideally be located in Chicago, with the ability to work hybrid (remotely in a productive work environment, plus in-person) as agreed upon with supervisor; most Chicago-based team members are in the office 2-3 days a week. However, we are open to the right candidate regardless of location.
    - Hiring managers are located in Indianapolis and Denver.
- **Travel:** Local travel within Chicago and across the US may be involved depending on company and client needs. (Trips are infrequent and planned well in advance.)

Compensation + Benefits

Each Manager role is a full-time position. Annual salary of $68,000–$73,000, plus additional year-end bonuses based on personal and company performance. Benefits include the following: generous PTO package; health insurance plan; optional vision and dental plans; FSA/HSA cafeteria plans; employer-provided life and short-term disability insurance; 401k retirement plan with up to 4% company match; additional benefits stipend; and paid leave for new parents.

Interview Process

Beth Interactive engages in equitable hiring practices. This means that we will anonymize your submission before the hiring team sees it, in order to mitigate possible bias associated with race, age, gender identity and location. Should you advance to the interview stage, your complete information will be revealed to the hiring team.

Successful applicants can expect to complete some or all of the following:

1. 30-minute initial interview with hiring managers
2. 45-minute writing/editing and project management assignment to be completed at home

3. 30-minute interview with Principal + CEO
    - A list of 3 references will be requested at this stage, as well as writing/work samples
4. 75-minute interview with hiring manager(s) and members of the potential team (preferred in-person at Beth Interactive's Chicago office)

Interview timing is flexible and can be scheduled based on the applicant's availability, including during evenings and weekends if necessary.

About Beth Interactive

Beth Interactive is a digital-first philanthropy and communications agency based in Chicago specializing in strategic communications, annual and mid-level giving, digital engagement and analytics. We have 16 years' experience working with healthcare foundations, hospitals, higher ed, independent schools and non-profits, and received certification as a Woman-Owned Small Business in 2022.

Our passion is to partner closely with our clients to engage their audiences and drive results through intelligent strategies, thoughtful implementation and full-service support. We are experts in analytics, using a data-driven approach to power all our projects. We use what we learn to craft integrated strategies with innovative channels, bold design and compelling copy—which, together, create incredibly successful projects for our clients.

Our work environment is highly collaborative and fast-paced. Our team members support each other and our clients through quick thinking, clear communication and flexibility. We are passionate storytellers and data nerds with a love for creating exceptionally high-quality work for our clients—and we hope you'll join us! See bethinteractive.com for more information.

Interested?

Apply by sending your resume and cover letter to careers@bethinteractive.com.

If applying via LinkedIn Easy Apply, please **also send your cover letter** to careers@bethinteractive.com.

Resumes submitted without cover letters ***will not be considered***. In your cover letter, please:

a) Note the position you are applying for
b) Answer why you'd be a great fit for the role
c) Share something that brings you joy!