

fundraising manager

JOB DESCRIPTION

Overview

A small and dynamic digital philanthropy and communications agency with 12 full-time team members, Beth Interactive seeks a full-time Fundraising Manager to conduct fundraising and marketing campaigns. We are looking for an energetic, motivated team player 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, you will be responsible for working internally with the BI team and directly with clients on a variety of projects, including:

- Annual campaigns
- Communications strategies
- Database management
- Email marketing
- Fundraising strategies
- Healthcare marketing
- Web and SEO strategy (if applicable based on candidate's skills)

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

- Managing client projects
- Creating email marketing campaigns
- Managing prospective and new client relationships
- Copywriting, editing and proofing
- Website editing and maintenance (general webmaster support)
- Managing SEO strategy and keyword research
- Analyzing campaign data
- Email database management
- Researching digital fundraising solutions and ongoing best practices
- Administering special projects
- Other duties as assigned

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 while keeping clients, vendors and other team members on task.

- **Personality:** Superior verbal communication and interpersonal skills essential. Ambitious 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 arena, and any of the following skills are a plus: copywriting and/or editing skills, SEO, email marketing expertise, coding (HTML, CSS, Javascript), 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 as desired in a productive work environment, and in-person on occasion) 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.
- **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.)

Benefits

Full-time position with generous PTO package, health insurance plan and 401k retirement plan. Opportunity to help craft Beth Interactive's business strategy and be an integral part of a growing, dynamic company. Collaborative learning environment, encouraged personal learning, paid professional development opportunities, friendly atmosphere.

Interview Process

Beth Interactive has openings for two Fundraising Managers on two different teams. As such, the interview process may be flexible to ensure candidates are able to meet with the right team members. Successful applicants can expect to complete some or all of the following:

1. 15- to 30-minute screening call with both hiring managers
2. 45-minute writing/editing and project management assignment to be completed at home
3. 30-minute interview with Principal + CEO and a close collaborating colleague
 - A list of 3 references will be requested at this stage, as well as writing/work samples
4. 60-minute interview with members of both potential teams (preferred in-person if possible)
5. 30-minute final check-in

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 philanthropy and communications agency based in Chicago specializing in strategic communications, annual giving, email marketing and analytics. We have more than 17 years' experience working with healthcare foundations, hospitals, higher ed, non-profits and medium-sized businesses, 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 execution 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 approaches, 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?

To apply, send resume and cover letter to careers@bethinteractive.com.