



JOB POSTING

Annual Fund Manager – Friendly workplace, flexible hours, and generous paid time off

The [Vermont Center for Ecostudies](#) (VCE) seeks an Annual Fund Manager to refine and improve a growing and effective annual giving program. The successful applicant will help develop fundraising strategy and stewardship programs for annual fund donors. Key qualifications include strong communication skills, ability to collaborate and work independently, and recent experience in nonprofit development. Enthusiasm for VCE’s mission and motivation to perform high-quality work are also required.

Our Organization

VCE promotes biodiversity conservation in the northeastern US and internationally through scientific research and community engagement. Our scientists and volunteers gather essential information to guide habitat stewardship. We work with many partners, primarily in New England, Canada, and the Caribbean Basin, to [map biodiversity](#), determine the status and conservation needs of [vulnerable species](#), and [recover imperiled populations](#), among other activities. We are committed to creating a workplace culture that respects and celebrates diversity and values the wellbeing of all employees. We accomplish this by offering flexibility within the workday and generous paid time off.

Position Summary

The Annual Fund Manager plans and conducts three to four print appeals each year in collaboration with the development and communications teams. They develop and implement strategies to engage, cultivate, and steward donors, and use standardized metrics to evaluate fundraising activity. This position is responsible for drafting donor communications and messaging, including gift acknowledgements and pledge reminders. The annual fund manager also works in concert with colleagues to identify and pursue opportunities to strengthen VCE’s development program.

Terms

The Annual Fund Manager works out of our office, which is located across the Connecticut River from Dartmouth College in the vibrant community of White River Junction. This is a full-time position with a salary range of \$55,000-\$62,000, depending on skills and experience. VCE offers health, dental, vision, and retirement benefits plus 30 days of paid time off per year.

Download the full job description [here](#).

Application Procedure

Please send a cover letter, resume, and a relevant writing sample as separate PDF attachments to Laura Prothero (lprothero [at] vtecostudies.org) with “VCE Annual Fund Manager” in the subject line. Application review will begin on January 1, 2025 and continue until the position is filled.