Title: Annual Fund Manager
Status: Full-time, salaried position (exempt employee)
Benefits: Yes
Reports to: Deputy Director, Development
Direct Report: No
Location: Hybrid (3 days in-office / 2 days remote), Chicago, IL

About Marwen:

Marwen educates and inspires young people to nurture their growth and build their futures through art and community. Founded in 1987, the no-cost studio and pathway programs exist for young people in Chicago who want to explore visual arts and do not have access to arts programming due to financial and systemic barriers. Courses are facilitated by intergenerational teaching artist teams. For more information, visit www.marwen.org.

Overview of Position:

Marwen is seeking a relationship-driven fundraiser to grow our annual fund portfolio of individual donors. The Annual Fund Manager will solicit, cultivate and steward donors who give between $500 - $2,500, deepening their engagement with Marwen, and building a strong pipeline for future major gifts. As part of the Fundraising Team, the Manager will contribute to the growth of the donor base and build a strong culture of philanthropy.

The Role

This role is Ideal for someone who:

- Enjoys engaging large groups of supporters through creative fundraising campaigns and donor experiences
- Is energized by building a community of recurring supporters
- Thinks strategically about donor acquisition, retention, and lifetime value
- Enjoys using data, storytelling, and donor insights to strengthen giving programs

Entry and Mid-Level Individual Giving (50%)

- Build and manage a portfolio of giving prospects (securing gifts at $500 - $2,500) to generate new and increased revenue from entry and mid-level donors
- Implement and assess moves management strategies through high-touch engagement to

identify, cultivate, solicit, and steward annual fund and monthly donors
- Conceptualize and execute multi channel fundraising campaigns for giving campaigns (e.g., quarterly, year-end appeals and Giving Tuesday)
- Develop and grow Marwen's monthly donor program through acquisition, stewardship, retention, and upgrade strategies
- Develop compelling fundraising messaging in partnership with the Communications team
- Partner with Manager of Individual Giving, Deputy Director, Development and Executive Director to advance relationships with top donors through personalized stewardship
- Partner with department leadership to develop fundraising budgets, monthly updates, and quarterly forecasts

Stewardship & Individual Giving Initiatives (25%)

- Develop and execute personalized donor stewardship plans, ensuring sustained engagement through in-person meetings, solicitations, stewardship events, and tailored communication strategies

Fundraising Events (25%)

- Develop and implement strategies to cultivate new individuals who attend fundraising events and convert into recurring donors
- Support event logistics including scheduling, managing event timelines, identifying staffing/volunteer roles, etc.
- Collaborate with the Deputy Director, Development to support the engagement and fundraising participation of the Associate Board, Family Advisory Board, and alumni groups
- Attend Donor Relations & Development Committee meetings as needed

Required Skills & Experience

- 3-5 years experience in individual fundraising
- A proven track record of cultivating, soliciting and stewarding entry and mid-level donors
- Experience developing and executing successful fundraising campaigns, recurring giving initiatives, and donor stewardship strategies
- Strong relationship-building and storytelling skills
- Strong project management and organizational skills with exceptional attention to detail and follow-through
- Excellent written and verbal communication skills
- Ability to work independently while collaborating with a team

Preferred Skills and Experience

- Bachelor's degree or equivalent combination of education, training, and relevant experience
- Familiarity with moves management strategies and donor database systems (e.g., GiveSmart)

Salary Range: $65,000 - $70,000 (commensurate with experience)

Benefits: Marwen is dedicated to offering comprehensive, cost-effective benefits to eligible employees, including: generous PTO, full health benefits, and retirement plan match.

To Apply: Please send a cover letter and resume to fundmanager@marwen.org with the subject line "Annual Fund Manager." Applications will be reviewed on a rolling basis, with priority given to those submitted by October 30, 2026.

Marwen is an Equal Opportunity Employer committed to fostering an inclusive workplace and recruiting, hiring, and retaining a diverse workforce.