



<b>Job Title:</b>	Development Manager
<b>Department:</b>	Fundraising
<b>Reports to:</b>	President & CEO
<b>Primary Location</b>	Administrative Office

<b>FLSA Status</b>	Full Time, Non-exempt
<b>Prepared by</b>	
<b>Approved by</b>	
<b>Date</b>	06/05/2018

**Basic Function:**

This position is responsible for implementing all annual fund activities, including data entry and database management, event coordination, committee development, direct mail, and various other points of donor communication. Qualified candidates will have proven success in coordinating various volunteer committees and using various donor communications and solicitation strategies. Prefer a minimum of three to five years fundraising experience. Experience and comfort working individually with donors is also preferred.

**Essential Duties and Responsibilities:**

- Work collaboratively with the President & CEO to determine annual development objectives. Create and manage strategic and detailed plans that meet annual and long-term resource development objectives.
- Recruit and renew committee members and ensure they have appropriate tools, training and support to be effective and efficient in their work on the organization’s behalf.
- Creatively engage volunteers and interns to assist with administrative duties.
- Oversee the direct mail process and do the writing/editing of print and internet materials (newsletter, appeals, social media, etc.) to ensure best practices are being met or exceeded.
- Coordinate with the contracted or internal staff grant writer for the completion of Annual Fund grants. Track the submission of proposals/grants, monitor proposal deadlines, and provide oversight for proposal follow-up reports.
- Coordinate all aspects of the fundraising events and work collaboratively with the Management Team. Assist in creation of all goals and the annual review of how all events work into the overall development plan and strategy.
- Manage the donor database (Giftworks) including entering and acknowledging gifts, general data entry, reporting, and pulling mailing lists.
- Act as a representative in the community and work with individual donors as appropriate.
- Encourage a positive development culture within the organization by engaging the team in development activities when feasible.

**Skills**

- Excellent communication skills; written and verbal
- Strong interpersonal skills
- Able to multi-task and/or switch job duties quickly

- Must be a team player and work well in groups
- Decision making and problem solving skills, often with minimal supervision

### **Education/Training/Experience Required**

- Previous experience within a Fund Development setting of a non-profit organization required.
- Experience planning and coordinating fundraising events.
- Strong ability to communicate, both written and verbally, about the organization and its mission.
- Ability to interact with all levels of constituents including staff, program participants, board members, donors, community leaders.
- Required skills in Microsoft Word and Excel, email, and general internet functions.
- Experience with donor database management required, specific experience with Giftworks preferred.

### **Physical Demands**

- Office work; sitting at a desk, standing/walking up to 8 hours per day
- Ability to hold conversations on telephone throughout the day
- Ability to lift up to 50 pounds

### **Work Environment**

- Requires ability to work in office setting
- Work environment will have a moderate level of noise

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's manager/supervisor.

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*\*\* All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. \*\**