



Job Posting

TITLE Development Manager

REPORTS TO Director of Development

JOB SUMMARY This experienced fundraising professional is responsible for managing the day-to-day operations of the annual fund development team, including identifying major gift level donors, both individual and business, and leading the Benevon Fundraising team. This position does not oversee grants, major gifts or agency communications.

CLASSIFICATION Full-time; exempt. Flexibility to work evenings and weekends is required.

DUTIES/RESPONSIBILITIES

- Responsible for staff recruitment, training, performance feedback and development; and provide direction, leadership and guidance to annual fund development team and volunteers
- Ensure the successful implementation of the Benevon Fundraising model and Benevon related functions, and manage the priorities of the annual fund development team to ensure annual fundraising goals are met
- Implement agency annual fund-raising/donor plan which includes donor acquisition strategies, appeal planning, annual giving plans, and donor management and retention strategies
- Cultivate annual giving donors at all levels and maintain a donor portfolio
- Leverage existing relationships to secure gifts from individuals and businesses. This includes working with board and executive staff to identify, cultivate and solicit prospects and donors.
- Lead annual fund development events such as the annual "Where Action Matters" Breakfast, After-Breakfast Celebration, Table Captain Training and all Free Feel Good Events
- Lead, recruit, train and coordinate the Ambassador program with the volunteer leader
- Lead planning committee and development staff for annual Betty Proctor Fund events
- Ensure annual fund development staff are prepared and scheduled to support Beautiful Junk Sale events
- Collaborate with the Finance team to ensure strong donor data management and integrity, ensuring consistent and timely data entry and reconciliation of gift and pledge information between the donor database and financial database
- Contribute to the development of strategic goals and objectives through participation on the agency leadership team

KNOWLEDGE/SKILLS/ABILITIES

- Bachelor's degree in appropriate field, or equivalent experience
- Five years fundraising experience
- Solid fundraiser who knows cultivation and can close a gift
- Three years of development staff supervisory experience with proven ability to build and guide a strong, dedicated and effective fund-raising team
- A proven track record and successful experience in individual donor development
- Exceptional leadership to deliver on fundraising goals and ability to accomplish results individually and through development staff
- Must have a passion for developing relationships and donor engagement, and able to mentor and train development staff in the cultivation of existing, new and prospective donors
- Dynamic speaker that can inspire donors around the mission

- Must have outstandingly strong interpersonal and communication skills and demonstrate professionalism and warmth when interacting with donor community, staff, volunteers, partners & others
- Exceptional relationship and trust building, communication, listening and personal engagement skills
- High degree of comfort and poise with a diverse group of stakeholders
- Ability to work independently and manage multiple tasks simultaneously with thoroughness, accuracy, timeliness, professionalism and a positive spirit
- Creative, innovative and entrepreneurial mindset and leadership style
- High level of comfort with ambiguity and willingness to navigate new situations
- Strong computer skills including, Google, MS Office, spreadsheets, databases, email and internet
- Experience with the Benevon fundraising model preferred
- Familiarity with eTapestry preferred, or similar donor software program
- Ability to work collaboratively and across departments to achieve strategic goals

Email resume and cover letter to: jobs@theactioncenterco.org Currently interviewing - please apply as soon as possible. Posting will remain open until filled.

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