



## Job Posting

**TITLE** Development Manager

**REPORTS TO** Director of Development

**JOB SUMMARY** The Development Manager is responsible for overseeing the day-to-day operations of the development department staff and annual fund development, including identifying and cultivating major gift level donors, both individual and business, and leading the Benevon Fundraising team. This position does not oversee grants 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 department staff and volunteers
- Ensure the successful implementation of the Benevon Fundraising model and Benevon related functions, and manage the priorities of the development team to ensure annual and long-term 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 major gifts from individuals and businesses. This includes working with board and executive staff to identify, cultivate and solicit major gift prospects and donors.
- Oversee 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 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
- Oversee production of special letters, gift acknowledgements and other communications to donors and prospective donors.
- 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 with at least three years significant fundraising experience with major gift level donors (gifts of \$10k and above)
- 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 and major gifts
- Exceptional leadership to deliver on fundraising goals and ability to accomplish results individually and through development staff

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- 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](mailto:jobs@theactioncenterco.org)

Currently interviewing - please apply as soon as possible. Posting will remain open until filled.

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