

Job Description – Development Manager

Department: Development
Job Title: Development Manager
Reporting to: Chief Development Officer
FLSA Status: Exempt
Date Prepared: March 22, 2024



Job Summary:

The Development Manager is primarily responsible for organizing and coordinating fundraising projects and special event fundraising as assigned by the Chief Development Officer. Additionally, the Development Manager is responsible for assisting the Chief Development Officer in the execution of an overall comprehensive fundraising plan that includes an array of fundraising strategies that generate revenue in support of the organization's mission. The ideal candidate for this role will be an excellent leader and will have experience in managing staff or volunteers of different disciplines to produce results in a timely manner. Additionally, the Development Manager will be able to develop efficient strategies and tactics to ensure that all programs deliver the desirable outcome for the organization.

Essential Duties and Responsibilities:

- Manages the daily activities of the organization's development programs including, but not limited to, donor tracking, donor research, and proposal writing and submission.
- Assists the Chief Development Officer in the development of goals and strategies for all fundraising campaigns.
- Implements programs and special events to maximize prospect/donor engagements.
- Develops and maintains prospect portfolio to optimize fundraising opportunities.
- Maintains accurate and complete records and files of assigned programs and campaigns, and routinely reviews the status of each with the Chief Development Officer.
- Coordinates cross-project activities with other staff on assigned campaigns.
- Recruits and trains volunteers to support fundraising efforts.
- Works with the Chief Development Officer to implement department policies and procedures to ensure smooth departmental operations and adherence to approved budgets.
- Generates and analyzes financial reports to identify cost-saving and in-kind opportunities to reduce event expenses.
- Represent the House at special events, speaking engagements and external fundraising activities.
- Identify areas of fundraising opportunity.
- Acts as an ambassador for RMHC, engaging with the community to further the organization's mission.
- Always provides a smiling face and helpful attitude when in contact with house guests.
- Attends all meetings and trainings as required.

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- Performs other duties as assigned.

The cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's degree in a related discipline.
- Minimum 3 years of work experience in fundraising or related field.
- Proficiency with Microsoft Office (Excel, PowerPoint, Word).
- Experience working within a non-profit organization.
- Candidate must believe in the core values of RMHC and be driven by the mission.
- Proven experience in a self-directed work environment and successful project management execution.

Knowledge/Skills/Abilities:

- Excellent verbal and written communication and presentation skills.
- Able to manage multiple priorities and be attentive to details in a fast-paced environment.
- Dependable, adaptable and accountable.
- High level of professionalism and customer service.
- Ability to build trust and rapport while driving action toward success.
- Proactive, resourceful and ability to work with little or no supervision.
- Ability to resolve conflicts.
- Excellent interpersonal skills and high level of emotional intelligence.
- Results-Proven Track Record - Exceeding goals and a bottom-line orientation: evidence of the ability to consistently make good decisions.
- Leadership and Organization – Exceptional capacity for managing and leading projects; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, and ability to professionally develop a team.
- Guest Engagement – fosters a welcoming and inviting environment.
- Team Orientation & Interpersonal – highly motivated, passionate, and creative team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Service Orientation – interacts with guest families and directly gathers feedback, while addressing concerns when necessary.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic, and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, complete actions within established deadlines, and handle multiple priorities with strong attention to detail.
- Flexibility – availability to work evenings and weekends, as well as extended hours in and around the House, as needed.

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| Skill Requirements: (X = Required for job) | | | |
|---|---|---|--|
| X | Typing/computer keyboard | X | Verbal communication |
| X | Utilize computer software (specified above) | X | Written communication |
| X | Retrieve and compile information | X | Public speaking/group presentations |
| X | Maintain records/logs | X | Research, analyze and interpret information |
| X | Verify data and information | X | Investigate, evaluate, recommend action |
| X | Organize and prioritize information/tasks | X | Leadership and supervisory, managing people |
| X | Operate kitchen and office equipment | X | Basic mathematical concepts (e.g. add, subtract) |
| X | Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) | | Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) |
| Physical Requirements: (X = Required for job) | | | |
| X | Sitting for extended periods | X | Lifting/carrying up to 20 pounds various items |
| X | Standing for extended periods | | Lifting/carrying more than 20 pounds various items |
| X | Extended periods viewing computer screen | X | Repetitive Motions |
| X | Walking | X | Pushing/Pulling |
| X | Reading | X | Bending/Stooping |
| X | Speaking | X | Reaching/Grasping |
| X | Hearing | X | Writing |
| | Other (List): | | Other (List): |
| Hazards: (X = Required for job) | | | |
| X | Normal office environment | X | Electrical current |
| | Toxic or caustic chemicals (cleaning) | | Housekeeping and/or cleaning agents |
| | Flammable, explosive gases | | Proximity to moving mechanical parts |
| Employee Acknowledgement: | | | |
| I have reviewed and understand the requirements stated in this Job Description. | | | |
| | | | |
| Employee's Signature | | | Date |