



## Job Description – Development Manager

**Job Title:** [Development Manager](#)

**Salary Range:** \$75,425 to \$83,850

**Reports To:** Senior Director of Development

**Revision Date:** 10/13/2025

### Position Overview:

Reporting to the Senior Director of Development, the Development Manager is responsible for managing a portfolio of donors, with the primary focus on building the major gift pipeline through qualification, cultivation, solicitation, and stewardship. This role is critical to qualifying prospective donors and building connection and opportunities for engagement to move donors to a major gift solicitation. This role will manage relationships with individuals only (not corporations or foundations).

### Expected Positive Outcomes:

- Complete 60 meaningful contacts per year via donor/prospect meetings in-person or virtually.
- Qualify at least 50 new prospects/donors annually to generate new, qualified additions to the major gift prospect pool.

### Essential Functions:

- Initiate and execute strategies for all phases of the gift cycle (identification, qualification, cultivation, solicitation, stewardship) to secure renewed, increased, and new gifts from individuals.
- Focus on donor retention and upgrades to sustain operations and serve as a stable and predictable backbone for the agency.
- Build connection and opportunities for donor engagement such as writing personal thank you notes or making calls, sharing agency newsletter, offering volunteer opportunities, and hosting donor tours.
- Write, edit, and submit thank you letters, letters of support, letters of inquiry (LOI), applications, and impact reports to ensure gift compliance, communicate impact, and provide good stewardship.
- Solicit sponsorships for agency fundraising events.
- Support the Senior Director of Development with special projects and other duties as assigned.

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