



Development/Community Partnerships Manager

Kailee Mills Foundation seeks a full-time Development Manager, whose primary role is to help organize and administer fundraising efforts. The individual in this role will bring value to the organization to fuel growth, expand reach and resources, and maximize the efforts of the organization to fulfill its mission. This includes community outreach, fundraising, public speaking, and engaging with community, partners, and donors. The role will strategize, develop, and coordinate fundraising efforts, while also being a positive and active representative in the community through events, program initiatives, and donor relations.

This position is full-time, reports to the Executive Director, and works alongside the Sr. Community Partnerships Manager.

This is an in-office position in Spring, TX.

Responsibilities

- Manage and lead fundraising and networking efforts for the organization; Raising funds through donations, sponsorships, program support/grants, and fundraising events.
- Develop and/or improve fundraising strategies and campaigns.
- Monitor, report, and seek to improve development metrics and KPI's.
- Devise new fundraising efforts that will increase KMF's revenue and work collaboratively with the Marketing department on implementation and outward communication.
- Work with the Executive Director and Event Planners on strategies for fundraising events to achieve maximum attendance, fundraising, and impact.
- Utilize an Event Development Committee when necessary to assist with event fundraising; Always seek to expand and improve this volunteer group.
- Maintain thorough records of all donor and partner information; Track, analyze, and report data for trends, growth, and measured success.
- Ensure accuracy of donor information through the donor system/CRM (Classy and LGL).
- Raise funds for KMF by expanding the donor base and securing new donors and partners.
- Prioritize donor retention by cultivating all donor relationships and maintain/improve donor acknowledgments and appreciation.
- Attend chamber and other group meetings and events that expand KMF's presence in the community and build relationships.
- Research and attend nonprofit development related courses/webinars/conferences for constant improvement.
- Other tasks that may be requested to support the needs of the organization.



Qualifications

- 5+ years of experience in nonprofit fundraising and fundraising events
- 5+ years of experience in management and leadership
- 5+ years of sales experience
- Demonstrates excellence in communications - written and verbal; strong interpersonal skills.
- Willingness to adapt and accept unfamiliar tasks
- Strong public speaking abilities
- Strong teamwork; collaborates well with others; positive attitude and environment
- Strong organizational skills, data tracking, documentation, and reporting
- Experience with Microsoft Office and Google Apps
- Passionate about wanting to make a difference and the KMF mission
- Demonstrates KMF values: faith, compassion, positivity, hope, and healing, and operates with honesty and integrity
- Ability to operate in a flexible and fast-paced environment
- Self-starter, strong work ethic, and ability to work autonomously
- Reasonable availability to work nights, weekends and holidays as required, as well as attend in-person activities and events and travel on occasion.
- Must ALWAYS wear your seat belt, front and back seat, and ensure your passengers are too.

Salary Range: \$65,000 - \$85,000 (base + performance based bonuses)

Interested applicants should email resume to Kailee Mills Foundation's Executive Director, Briana McCulloch: briana@kaileemillsfoundation.org.