

JOB TITLE: **Development Manager**

Job Summary:

We are seeking an experienced and dynamic Development Manager to oversee and grow a robust donor portfolio, manage fundraising campaigns, and support the overall fundraising strategy. The ideal candidate will be a strategic thinker with strong relationship-building skills, capable of leading and coaching a team while driving fundraising results. This position will work closely with internal departments and leadership to ensure cohesive donor engagement and maximize the impact of development efforts.

Key Responsibilities:

Fundraising and Donor Engagement:

- Manage and grow a portfolio of 100+ individual donors and prospects.
- Conduct regular donor outreach, including cultivation meetings, solicitations, and personalized stewardship.
- Design and implement targeted fundraising campaigns and donor affinity groups (e.g., Emerging Leaders, recurring donors).
- Collaborate with internal departments to ensure cohesive donor communications and an integrated fundraising approach.
- Execute peer-to-peer fundraising initiatives and support signature events aligned with annual development goals.
- Work closely with the Vice President of Advancement to align strategy, maximize fundraising impact, and ensure consistency across all development efforts.

Strategic Fund Development Planning:

- Assist in developing and implementing the annual fundraising and stewardship plan.
- Collaborate with the team and leadership to align fundraising strategies with broader organizational goals.
- Help Cascade fundraising strategies across the department and ensure consistency with campaign messaging.

Marketing, Communications, and External Relations:

- Oversee the development and ongoing enhancement of digital fundraising platforms, including the organization's website and social media.

- Develop content strategies that increase visibility, drive engagement, and support fundraising campaigns.
- Work with media partners to create content that drives donations and brand engagement.
- Analyze digital engagement data to inform future outreach strategies.

Supervision and Departmental Operations:

- Provide supervision, coaching, and performance management for direct reports (e.g., Events Coordinator, Database Specialist).
- Support day-to-day operations of the Development Department, including gift processing, acknowledgments, data integrity, and finance reconciliations.
- Promote a culture of collaboration, accountability, and continuous improvement across the Development team.
- Model effective donor relationship management and coach staff on cultivation and solicitation best practices.

Required Competencies:

- **Relationship Building:** Ability to foster and sustain meaningful connections with donors, stakeholders, and team members.
- **Strategic Thinking:** Skill in aligning development activities with organizational and fundraising priorities and long-term vision.
- **Communication Proficiency:** Exceptional verbal, written, and interpersonal communication skills.
- **Project Management:** Ability to manage multiple campaigns, projects, and deliverables with attention to detail.
- **Leadership:** Demonstrated ability to supervise and motivate a diverse team with clarity, empathy, and accountability.
- **Technical Proficiency:** Proficiency in fundraising systems (e.g., Raiser's Edge), Microsoft Office, and digital fundraising tools.
- **Time Management:** Ability to prioritize and manage time effectively to meet deadlines.

Education and Experience Requirements:

- Bachelor's degree preferred.
- Minimum of 3 years of progressive fundraising experience preferred.
- Prior experience supervising staff or cross-functional project teams preferred.
- Demonstrated success in planning and executing annual fundraising strategies and donor campaigns.

Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 40 hours per week
- Monday to Friday (8-hour shifts)

Salary: Starting at \$75,000 annually

<https://www.searchhomeless.org/job/development-manager/>