



DEVELOPMENT MANAGER

Job Description

ABOUT CASA DE ESPERANZA: Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for more than 6,000 infants and young children in crisis due to abuse, neglect or the effects of the AIDS virus without charge for over 38 years.

POSITION SUMMARY: The Development Manager is a mid-level development professional who understands the many facets of a development department and can work both strategically and with attention to detail. Strategically, this position works closely with the team to ensure the integration of communications and events with all aspects of the development plan. From a project management/detail perspective, this position is responsible for managing corporate relationships, plays a significant role in planning and implementing campaigns, works closely with the Director of Development on donor cultivation and stewardship, and supervises the Volunteer Coordinator. Must be a strong writer and have experience utilizing data from fundraising software platforms, preferably Raiser's Edge.

EXPERIENCE: Non-profit Development, Marketing, and/or Community Relations

REPORTS TO: Director of Development

SUPERVISES: Volunteer Coordinator, Development Interns

STARTING SALARY: \$60,000 - \$65,000 commensurate with experience

ROLES AND RESPONSIBILITIES:

In consultation with other development staff and the Development Committee, establishes goals, objectives and strategies for fund raising. Tracks progress and strategizes to meet goals.

1. Works with the Director of Development to identify, cultivate, solicit, and steward new prospects and existing donors, including working with the Development Committee and Board Directors as needed.
2. Works with Volunteer Coordinator to establish an outreach plan to develop and maintain corporate partnerships.
3. Oversees the production of the agency newsletter and annual report.
4. Works with the Director of Development and Grants Director to research new opportunities for funding and item donations.
5. Works with the Development Associate to pull lists and clean them up for mailings. Works closely with the Director of Development and the Development Associate to manage the Moves Management process, including but not limited to creating and managing a calendar of donor touchpoints and developing new ways to track and streamline engagement with donors through NXT.
6. With the Director of Development (and with the support of the Development team and committee), drives campaign ideas/set up (i.e. Annual Appeal, Monthly Donors, Child Abuse Prevention Month).

7. In partnership with the Volunteer Coordinator, owns the outreach process for Casa de Esperanza at community and corporate events, ensuring presentations at community and corporate events are conducted as requested.
8. In partnership with the Events and Communications Manager, serves as the primary liaison with the Young Professionals Giving Society.
9. Works closely with the Volunteer Coordinator and program team to ensure optimal volunteer utilization and scheduling and cultivate relationships.
10. Supports the Volunteer Coordinator with the in-kind donation program including Back to School and Christmas Drives. Asks previously involved donors and identifies new donors to support internal events. Works with casework department to identify needs and coordinate distribution of items to clients.
11. Supports the Events & Communications Manager and Volunteer Coordinator by assisting with the development of the communications calendar, social media, and e-news content.
12. Identifies professional development goals and work towards those goals through membership in the AFP Houston chapter and attendance at pertinent classes, events, etc.
13. Supports the Director of Development with the Legacy Giving Program, including the development of materials, campaigns, and the identification, cultivation, and stewardship of donors.
14. Performs other duties as assigned by the Director of Development or Chief Executive Officer, including but not limited to:
 - Serving as the point person for the department in the absence of the Director of Development.
 - Communicating with other team members who will be impacted by decisions made.
 - Actively supporting other team members in their roles.
 - Assisting other team members in critical situations, when requested.

CRITICAL SKILLS SET:

- Strong written and verbal communication skills; ability to vary communication strategies to meet a range of constituents.
- Organized with attention to detail. Able to prioritize work.
- Ability to meet and prioritize multiple deadlines.
- Ability to establish good relationships with the funding community, corporations, civic groups, religious entities, and volunteers.
- Experience with proposal writing and institutional donors.
- Knowledge of fundraising best practices and strategies. Knowledge of and experience working with the Houston area community.
- Comfortable with public speaking.
- Team player who can also work independently and is self-motivated and high-energy.
- Experience with Microsoft Office applications is required.
- Must have experience with donor management and fundraising software platforms. Blackbaud experience is strongly preferred.
- Work schedule will include occasional weekends and evenings for special events.

QUALIFICATIONS:

- Bachelor's degree required.
- A minimum of three years' job-related experience, preferably in a not-for-profit development office
- CFRE a plus

Send resume and cover letter to dtalmadge@casahope.org