

Development Manager

Job Title: Development Manager
Work Schedule: 20 hrs/week, occasional evenings and weekends
Reports to: Executive Director
Employee Classification: Part-time, non-exempt

Position summary:

The Development Manager assists the Executive Director in the design and execution of the organization's development and fundraising plans. This position manages the fundraising database (Kindful) and is responsible for day-to-day development functions, including gift entry and acknowledgment, reporting, analysis, and reconciliation.

Development Responsibilities:

- Write and design external documents, including fundraising proposals, publications, and communication materials (cultivation, solicitation, and donor acknowledgment letters). This includes an annual alumni newsletter and monthly donor stewardship communications.
- Assist executive director with reporting program information, service metrics or any applicable data for funding applications
- Oversee management of donor files via Kindful; includes inputting donations, creating and mailing acknowledgment letters, and reporting metrics related to appeal and online fundraising campaigns
- Reconcile development revenue with office manager and accounting system; assist executive director with creating monthly development reports/metrics for the Board of Directors
- Cultivate and expand sponsorship development and fulfillment
- Manage and coordinate all special events:
 - Participate in planning, implementation and follow-up for all special events and annual receptions
 - Secure and manage volunteers, staff and others with event and day-of operations
 - Organize and distribute post-event thank-you's, including post-show emails
 - Design and maintain systems to capture best practices used during event planning and management for use with future events

Other organizational responsibilities:

- Supports program staff in communicating a consistent message to stakeholders that is tied to development and marketing objectives
- Attends concerts and special events, building and fostering relationships with new and current donors
- Participates in the culture and community of the VYOA

Education & experience:

- Bachelor's degree preferred
- Experience working in a fundraising setting
- Confident and clear communicator (oral, written and presentation) with a wide-range of audiences
- Strong project management skills; collaborative, team player; ability to think creatively, outside of the box
- Computer savvy, experience working with fundraising databases, Microsoft Office (Word and Excel), and Adobe Creative Suite (InDesign and Photoshop)

Specialized Knowledge:

- Demonstrated understanding of best practices in database management and standard office practices, procedures and equipment
- Comfortable building relationships with supporters and friends of the organization, in-person, via email, and on the phone

Working Conditions:

- Office environment

Physical Requirements (i.e. sit, stand, kneel, stoop, lift, etc.):

- Ability to sit for 5-6 hrs/day
- Must be able to occasionally lift and/or move up to 25 lbs

Supervision and schedule:

- This position reports to the Executive Director
- The position is 20 hours and the schedule operates according to standard business hours, Monday-Friday, 9:00am-5:00pm with occasional evening/weekend activities.