

# **CHOICES is Now Hiring a Development Manager**

## **Who We Are**

CHOICES Memphis Center for Reproductive Health is a non-profit organization whose mission is to provide patient-centered medical care and champion sexual and reproductive rights. CHOICES envisions a world where sexual and reproductive healthcare is recognized as an essential human right.

We are currently seeking a Development Manager:

## **Job Summary**

The Development Manager oversees CHOICES' development program including major donors, individual donors, special events, social media, and communications. This includes planning and implementing fundraising campaigns, planning and implementing CHOICES' special events, communicating with donors, creating reports and maintaining the constituent relations management database.

## **Duties and Responsibilities**

- In collaboration with Executive Director, Director of External Affairs, and Board Development Committee develop a strategic fund-raising plan, including goal setting, market potentials, objectives, strategies, assists in planning and implementing yearly goals and objectives.
- Lead personal solicitations and written proposals to individuals, foundations and corporations to meet the annual fundraising goal.
- Develop comprehensive, proactive strategies for maximizing giving among existing and prospective major donors.
- Research giving histories and priorities of relevant foundations and potential donors, donor cultivation and recognition.
- Prepare development updates for Executive Director, Board Fund Development Committee as requested.
- Manage gift acknowledgments in a timely manner; identify those which need to be sent directly by Executive Director, specific Board members, or others.
- Draft donor-facing communications including newsletters, annual reports, mid-year and year-end mailings and emails.
- Oversee marketing materials, social media and advertising campaigns as part of strategy that expands the target audience.
- Plan CHOICES' signature and donor stewardship events, lead a strategy to solicit sponsors and successful attendance outcome, organizing and prioritizing multiple ongoing events.
- Ensure monthly reconciliation of development records and accounting by collaborating with Director of Finance and Operations.
- Update donor information and interactions in CRM database on a daily basis
- Provide direct supervision for Development Specialist.

### **Other Duties**

- Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.
- Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications**

- Degree: Minimum of a B.A., ideally in Non-Profit Development or other relevant area
- Licensure, Certification, and /or Registration: None
- At least 3-5 years of Development professional experience; ideally experience with nonprofit organizations
- Innovative and can think outside a traditional development approach.
- Knowledge of fundraising principles, practices, techniques and current trends.
- Technology savvy with CRMs donor database experience, Microsoft Office (Excel, Word, etc.), data entry and spreadsheet management.
- Strong skills in written and oral communication, including large and small group presentations.
- Organizing and Coordinating skills, willingness to learn, able to receive instruction and give/receive feedback.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of CHOICES.

### **Working Conditions**

- This job operates in a professional office environment. Some external meetings with community partner organizations.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- OSHA Blood borne Pathogen Exposure Determination: This role is subject to a job classification in which some employees at our facility have occupational exposure.

### **Physical Requirements**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.
- This role requires frequent sitting.

**Travel**

- Up to 10% travel may be required for this position

**Job Classification: Full-time Exempt  
Reports to: Director of External Affairs**

**Salary: 54,000.00 yearly**

**Eligible for Health Insurance: Medical, Dental, & Vision.  
After six months of employment eligible for 401(K), up to 2% salary match.**

*CHOICES will not discriminate in employment opportunities on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, parental status, body size, gender or gender identity or any characteristic protected by law. **LGBTQI candidates, candidates of color, and Latinx candidates are encouraged to apply.***

**To apply send a cover letter with CV to: [mhassol@memphischoices.org](mailto:mhassol@memphischoices.org)**