

NOW HIRING

DEVELOPMENT MANAGER

Under the direction of the Executive Director and working closely with key program staff, the Development Manager will oversee and implement the organization's Development Plan including individual donors, events, corporate/foundation grants and related marketing strategies. This is a part-time position working approximately 10-15 hours per week.

Responsibilities

- Database Management: Establish and maintain a donor database, ensuring that information is up to date and accurate, and that donor gifts are acknowledged on a timely basis.
- Events: Plan and implement annual events including one small and one large fundraising event and a board retreat, with support from staff and board members.
- Grants: Identify corporate and foundation funding opportunities that fit the organization's geographical area and mission. Create a timeline of grant deadlines and work with the Executive Director with grant writing and reporting.
- Appeals: Develop and oversee two donation appeals per year. Prepare communication materials and ensure timely acknowledgement of donations. Secure matching fund donor for fall appeal.
- Marketing: Work with program staff to develop quarterly success stories highlighting the positive impact of different agency programs and services.

Qualifications

- Bachelor's Degree required
- Minimum four years Development experience within \$1 - \$3 million annual budget range
- Experience with Donor Perfect database management, Constant Contact, and online appeals
- Excellent communications skills and a high level of professionalism
- Must be able to successfully pass a background check

Details

- \$25 to \$30 per hour, 10 to 15 hours per week

Those interested may email their resumes to Jobs@empowersomerset.com

Deadline to apply is March 15, 2021