



DEVELOPMENT MANAGER

Part time

Starting Pay: \$40,000 - \$50,000

JOB DESCRIPTION

Job Summary: The Development Manager will oversee and coordinate all aspects of fundraising through special events, direct mail, website and social media platforms. This includes performing a variety of tasks, as well as leading and directing the work of graphic designers, volunteers, and other related contractors to accomplish all Gabriel's House fundraising directives in a timely manner. In addition, the Development Manager will be in the primary liaison with donors with the goals of strengthening donor relations, reducing attrition and increasing engagement. The Development Manager will also be responsible for ensuring that the quality of all work is completed with excellence and consistent with the objectives of Gabriel's House's mission and for helping us reach and/or surpass fundraising goals.

Duties shall include but not be limited to:

Donor Relations:

- Implement overall strategy for donor relations to ensure fundraising goals are achieved.
- Responsible for communication with donors through multiple channels.
- Develop and manage a team of volunteers that will execute follow-up strategies to extend the impact of events and campaigns.
- Oversee data management of donor records.

Special Events

- Coordinate and plan two fundraising events per year.
- Develop and manage timelines and budgets.
- Work in partnership with the Director on all aspects of volunteer recruitment, management, and training.
- Manage steering committee meetings (prepare agenda, send reminder emails, etc.).
- Support auction committee chair and meetings.
- Review and edit meeting notes.
- Implement invitation design and direct mail.
- Work directly with all vendors (entertainment, A/V, rentals, venue, lighting, décor, etc.).
- Create and manage run-of-show (order of tasks and activities that happen each day).

Fundraising

- Manage, track and communicate expenses compared to budget.
- Oversee administration of all donor mailing lists, donor recognition, and account of records.
- Work with CEO and Director to develop fundraising programs, goals, and new name acquisition projects.
- Write content for variety of communication channels.
- Successfully manage the entire process of direct mail appeals to accomplish fundraising goals and meet deadlines.
- Monitor and evaluate fundraising appeals to ensure goals are being achieved.
- Collaborate with staff to develop and implement strategies to grow constituent/donor base and increase monthly receivables.

Marketing & Communications

- Responsible for newsletter writing (biweekly eblasts) and publication of documents that include fundraising brochures and letters of acknowledgment.
- Assist with website content as it relates to fundraising and name acquisition campaigns.

Strategic Planning

- In coordination with senior management, develops and implements a comprehensive annual fundraising and communications plan and budget for the strategic planning process that supports the organization's mission, operations, and current as well as new programs; monitors and reports on accomplishments of fundraising goals set in the plan/budget.

Other:

- Works in close partnership with the CEO/Founder and Director on fund development efforts.

MINIMUM REQUIREMENTS

Qualifications:

- Strong creative, strategic, analytical, and organizational skills.
- Good communication skills with the ability to positively and professionally interact with the public and all levels of employees.
- Highly proficient communications skills (writing and verbal). This includes writing, editing, proofreading, a thorough knowledge of English grammar, as well as the capacity to communicate clearly and concisely.
- Must be a team player who is self-motivated and able to support, implement and fulfill fundraising organizational objectives.
- Competent, working knowledge of fundraising CRMs, Microsoft Word, Microsoft Outlook, Microsoft Excel and the Internet.
- Experience with print production is desired.
- Minimum of 5 years' experience in fundraising; i.e. community-based annual fundraising programs, donor cultivation (individual, corporate and foundation), marketing, and communications, with demonstrated success.
- Bachelor's degree in communications, public relations, marketing, journalism preferred.
- Gabriel's House is a faith-based organization. As such, we prefer Christian candidates or are open to the spiritual principals of Christianity. Prayer occurs in meetings and it is important that the Development Manager is comfortable in this setting.

To Apply

Send resume and cover letter to blakely@embracejesus.org