DEVELOPMENT MANAGER JOB DESCRIPTION

Veterans Heritage Project (VHP) is a growing Arizona non-profit with the mission to Connect Students with Veterans™ in order to honor veterans, preserve America’s heritage, and develop future leaders. Based in Phoenix, Arizona, VHP is offered in 30 middle schools, high schools and colleges, impacting 13,000 students, while interviewing up to 300 veterans annually. Veterans’ first-person accounts of history are preserved in the Library of Congress and through the student publication, Since You Asked.™ The award-winning Character Education program develops students’ leadership, confidence, character, and 21st century skills, while honoring the service of veterans and preserving their legacy.

Position Summary:

The Development Manager is responsible for planning, directing, and implementing all fundraising and stewardship activities, including individual giving, corporate sponsorships, and special events. This position works closely with the Executive Director and the Board of Directors to plan and implement fundraising strategies that meet or exceed annual fundraising goals. This position will help guide administrative staff in their support of event registrations, donor acknowledgement processes, and database administration.

Duties and Responsibilities:

- Develop fund development plan with targeted goals, objectives, methods, quantifiable outcomes and timelines which increases revenues to support the strategic direction of the organization.
- Develop and implement appropriate identification, cultivation, solicitation, and stewardship strategies for prospects, volunteers, donors, and sponsors at all levels of giving.
- Manage annual giving campaign.
- Work with committees to plan, manage, and implement fundraising and awareness events and activities.
- Work with the Executive Director and VHP Auxiliary to identify, cultivate, and solicit major gifts.
- Provide guidance to administrative staff in the management of donor and prospect records in Salesforce database, including administration of donor acknowledgement letters, while respecting the privacy and confidentiality of donor information.
- Help identify, implement, and track key development performance indicators.
- Provide fundraising education opportunities to Board members.
- Other duties and responsibilities as required to advance relationships with donors, boost donor retention, and facilitate transformational giving.
Qualification Requirements:

- A minimum of three years of relevant fundraising experience
- Bachelor’s degree or equivalent experience required; CFRE preferred
- Strong work ethic and ability to be part of, and contribute to, a culture of performance, teamwork, collaboration, growth, and continuous improvement
- Demonstrated success in developing cultivation and solicitation strategies
- Strong interpersonal and networking abilities with the ability to represent Veterans Heritage Project in the community
- Excellent verbal and written communication and presentation skills
- Strong organizational skills and attention to detail with the ability to prioritize activities and meet deadlines and goals
- Ability to manage multiple complex projects and priorities in a fast-paced environment
- Strong initiative and self-motivation
- Ability to occasionally work a flexible schedule to include evenings and weekends
- Ability and willingness to travel as needed
- Working knowledge of Microsoft Office Suite and Salesforce donor/prospect database systems
- Sincere belief in Veterans Heritage Project’s mission and desire to support strategic goals

Salary: $45,000 - $55,000
Benefits: $200/month tax-free health stipend; 12 vacation days, 8 sick days, 10 holidays; work from home Wednesdays

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We consider applicants for all positions without regard to race, religion, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Veterans Heritage Project is an at-will employer. Any offer of employment with Veterans Heritage Project is contingent upon a successful consumer report to include verification of driving records, employment, education, and criminal background search.