JOB TITLE: **Development Manager**	Employee Name:
Supervisor: **Executive Director**	Issue Date: **June 8, 2022**

I. **ORGANIZATION SUMMARY**: The Together We Can Foundation (TWC) is a small 501C-3 with a full-time staff of three and an engaged and active board of directors. TWC has been in existence since 2008 with the mission of improving outcomes for disconnected youth across Hampton Roads in the transition to adult life and the workforce. We have served over 7000 youth with direct programming since 2010 with significant and measurable outcomes in the areas of high school completion, post-secondary education or skills training and employment. We have had a solid financial history but are looking to grow the program to meet increasing demand for services.

II. **JOB SUMMARY:** The Development Manager serves as the primary resource for the development program particularly relating to individual and corporate donors and management of the donor database. Responsibilities include directing the annual fund, corporate giving, the planned giving program, database management, gift processing and acknowledgments, donor data reporting and analysis, supporting special events, assisting the Executive Director in the identification of and application for grants, along with general administrative support and other activities as needed.

III. **JOB TYPE:**

a. Salaried full-time position
b. Direct report to Executive Director
c. Compensation range: $60,000 to $70,000 (commensurate with experience), plus benefits

IV. **JOB RESPONSIBILITIES:**

a. Develop and implement an annual fundraising plan to generate specific targeted goals in the individual and corporate giving categories and assist in identifying and securing new foundation grants.
    i. Identify opportunities for board and staff to participate in fundraising activities
b. Nurture and develop an ongoing relationship with donors via:
    i. The maintenance of a donor database (Network for Good)
    ii. The creation and implementation of a strategy for identifying and soliciting new prospective donors
    iii. Directing and managing a comprehensive and strategic annual giving campaign including direct mail and online giving solicitations

iv. Assisting in the production of philanthropy materials including obtaining bids with external printers and bulk mail costs and ensuring deadlines and quality standards are met.
v. Creating, coordinating, and processing mailings related to philanthropy (thank you letters, acknowledgements, etc.)
vi. Preparing and processing donor acknowledgments.

c. Planning, organizing, and executing special events
    i. Directing an events committee of volunteers in order to maximize the impact of fundraising through development events.
d. Enhancing community awareness of TWC through public relations
    i. Plan and execute an external PR communications strategy utilizing print, electronic, and social media channels
    ii. Represent TWC before a variety of internal and external audiences, including United Way and civic group presentations, providing information concerning the programs, activities, and services offered by TWC.
e. Prepare monthly fundraising status reports for the ED, the Board Executive and Fundraising Committees, and the full board
f. Other duties as needed to support the department's daily work.

V. EDUCATION AND EXPERIENCE REQUIRED:

a. Bachelor's Degree.
b. Five (5) years of experience in development.

VI. OTHER REQUREMENTS OF THE JOB:

a. Ability to work independently with outcomes-based supervision
b. Knowledge of the Hampton Roads community, individuals, foundations and corporations.
c. Proficiency with Microsoft Office, particularly Excel, Word, and PowerPoint or Apple equivalents Numbers, Pages, and KeyNote
d. Proficiency with social media
e. Preferred knowledge of Network for Good donor database system and various fundraising strategies
f. Excellent writing and communication skills
g. Strong interpersonal skills with the ability to develop relationships and the ability to interact with staff, donors, and the public with tact and diplomacy and always responding in a timely fashion
h. Able to handle important information and maintain a high level of confidentiality
i. Attention to detail and accuracy
j. Knowledge of general accounting and experience working in a financial setting helpful.
k. Flexibility to work evenings and weekends as needed

VII. **<u>THE IDEAL CANDIDATE</u>** will also have a genuine passion for the mission of improving outcomes for at-risk teens and disconnected youth

To Apply: Email Resume to tcrockett@twcfoundation.org