

South Alabama Development Manager (Part-Time)
Presbyterian Home for Children
Date Posted: November 8, 2018

Based in Mobile County/Baldwin County Area

Position Summary: The Development Manager is responsible for working in collaboration with the President/CEO to create, implement, grow, and manage the organization's fund development program, including individual and corporate giving, grant management and other support from foundations, organizations, government, and other entities within an assigned territory. The Development Manager will also oversee special events as well as marketing and communication efforts to raise the visibility and brand of the Presbyterian Home for Children, which will establish our organization as a relevant and worthy leader in the field of child and family services.

Reports to: President/CEO

Essential Duties and Responsibilities

Fund Development:

- Develop comprehensive fund development plan annually with direction from the President/CEO
- Create innovative approach to grow the annual giving campaign
- Work in collaboration with the President/CEO to strengthen relationships with existing donors
- Engage the board in fund development activities throughout the year, and work with the President/CEO to develop a culture of philanthropy among the committees and board
- Monitor fundraising activities and goals throughout the year and adjust strategies as needed to reach annual fundraising goals
- Work with the President/CEO and board committee to develop, plan, and execute special events that engage current donors and introduce new potential donors and volunteers to Presbyterian Home for Children

Database Management:

- Prepare analysis of fundraising campaign results and donor giving patterns to help determine effective fundraising plans
- Research potential donors
- Create acknowledgement for donors as needed

Fundraising Communications:

- Develop a case for support, talking points, and an inventory of core proposal language to be used in seeking support for program and organizational funding needs
- In tandem with the Resource Development department, develop and implement the year-long communications calendar that coordinates email, social media, and event communications

- Maintain a “clip file” of media coverage secured each year and produce a year-end report outlining all agency coverage
- Coordinate the writing, design, preparation, production and distribution of Presbyterian Home for Children brochures, publications, and collateral materials
- Build relationships with key media and public relations organizations and individuals in order to successfully pitch news stories and keep the Presbyterian Home for Children brand in the public eye

Grant Management:

- Research and evaluate “requests for proposals” and opportunities for grant funding
- Works with the President/CEO and Contract Grant Writer to complete and submit grant proposals
- Track and prepare reporting to all grantors as required by grant
- Prepare draft proposal for new and renewal requests

Job Requirements

- Energetic and passionate about the work of the organization, and an articulated belief in the mission of Presbyterian Home for Children
- Superior communication skills (written and verbal) with the ability to write and speak to a variety of audiences
- Ability to work independently and cooperatively with the board, staff, and management
- Ability to work nights and weekends
- Ability to work flexibly in a fast-paced atmosphere
- Previous experience with data management a plus
- A minimum of 3 years of proven development/fundraising experience in the non-profit field
- Bachelor’s Degree in non-profit management, public administration, business management, public relations, marketing or related area preferred
- Computer competency in Microsoft Office, Excel, and desktop publishing

To apply, please email your resume to Doug Marshall, President & CEO, at dmarshall@phfc.org.