Position: Development Manager
Reports to: Executive Director
Type: Exempt

Position Overview:
The Development Manager provides leadership and strategic thinking for the advancement and growth of Pacific Gateway Center (PGC). The Development Manager builds awareness and support for PGC’s mission and orchestrates a range of activities of both internal and external communications that engage the local, national, and international communities and builds relationships with our network of donors, community members, public and private sector agencies, and friends.

In generating a vibrant culture of philanthropy that is donor-focused, supports PGC initiatives and assets, the Development Manager interacts with a range of stakeholders including Executive Director, Board of Directors, PGC staff, targeted populations of immigrants, refugees, and the disadvantaged, donors, community and business leaders, and foundations. The Development Manager reports directly to the Executive Director and is a member of the PGC Leadership Team.

The Development Manager embodies PGC’s vision, mission, values, and professional behaviors.

Essential Duties:
Strategy
• Work with the Executive Director, PGC Leadership Team, and Board of Directors and the Advancement Committee in strategic planning to advance fundraising strategies and priorities that support PGC’s goals, programs, and assets.
• Develop and Implement strategies to meet fundraising goals and identify, cultivate, and steward relationships with individual, foundation, and corporate donors.
• Create, organize, and coordinate annual, capital, endowment, and legacy giving campaigns; special donor events.
• Monitor and report on the progress of campaigns.
• Generate an annual giving report and monitor year-over-year institutional progress.
• Stay abreast of fundraising research, trends, and benchmarks.

Fundraising Campaigns
• Design fundraising campaigns to expand and diversify the donor pool to both meet and advance institutional needs to include identification of major donors and businesses.
• Research grant opportunities, write proposals, secure funds, and work with Deputy Directors and Program Coordinators on progress of funded programs.
• Work with the Advancement Committee of the Board of Directors to organize and implement special fundraising/donor events.
• Cultivate and steward corporations and foundations and community organizations that align with PGC’s mission.
• Maintain and track grant funding history and work collaboratively with the accounting department to manage and reconcile grants and major gifts.
Donor Stewardship and Care

- Create and implement a personalized donor relationship strategy including prospect identification, research, solicitation, recognition, and long-term stewardship reflecting PGC’s values.
- Assess and advance the fundraising infrastructure to grow solicitation of major and planned gifts, grants, special events, individual, corporate, and foundation contributions.
- Promote annual giving among Board of Directors and PGC employees to reach a goal of 100% participation.
- Manage and develop the advancement database, Neon CRM; set data entry protocols and supervise data to ensure the integrity and quality of data; design and run donor reports and acknowledgment letters.
- Communicate status of endowed funds to endowment donors.

Advancement Committee

- Work with the Executive Director and Deputy Director to identify and prioritize advancement funding targets and approaches.
- Serve as the staff liaison to the Board of Directors’ Advancement Committee.
- Prepare and distribute Advancement Committee agendas, reports, and minutes.
- Consult with the Executive Director and Board to move from donor cultivation to solicitation to securing major gifts.
- Generate, monitor, and advise the Advancement Committee on the giving policies for PGC.

Marketing and Communications

- Identify PGC stories and profiles that will engage and motivate donors; create vehicles and channels to communicate engaging stories to internal and external constituents.
- Collaborate and coordinate communication pieces to our constituencies related to PGC activities and achievements and help create PGC stories to which our donors can play a role.
- Enhance web and social media campaigns to reinforce the PGC brand and story.

Other Duties

- Comply with the Association of Fundraising Professionals Code of Ethical Standards and Donor Bill of Rights. Promote PGC employee and volunteer compliance with these standards.
- Develop and monitor the annual operating budget for the Advancement Office.
- Speak at community events to promote PGC and invite donor participation.
- Secure and manage auction inventory for special events.
- Manage historical archives.
- Other duties as assigned.

Working Conditions:

- Monday to Friday, 8:00 am – 5:00 pm. May be required to work outside of normal business hours including weekends and holidays to meet operational needs and contract requirements.
- Indoor, office setting, production areas including commercial kitchens, outdoors; may need to travel to other program sites, meeting sites, etc., as required.
Physical Requirements:

Frequently = F  Occasionally = O  Seldom = S  Rarely = R

O - Travel.  O - Pushing/Pulling up to 50 lbs.  O - Bending, Squatting, Kneeling, Lifting Overhead.
F - Climbing (ascending/descending)

Qualifications:

- Education: Bachelor’s degree required. Bachelor’s and/or Master’s degree in nonprofit management or complementary area is preferred.
- Certifications: Certified Fund Raising Executive (CFRE) Certification desired.
- Experience: 5 to 10 years related experience in a leadership or consulting role in a fundraising capacity; experience in major gifts and in endowment and capital campaigns.
- Computer skills: Google Office Suite, CRMs, Word processing, excel spreadsheets, Canva.
- Other skills: Strong writing and editing skills; public speaking; budget management; administrative and organizational skills; ability to establish meaningful rapport with a wide range of constituents.

Salary Range and Benefits:

- Salary Range: $75,000 - $85,000
- Competitive Benefits including:
  - Generous Vacation/Sick Pay
  - Twelve (12) yearly holidays
  - Tuition Reimbursement Program
  - Continuing Education Program
  - 401(k) available