ARMED SERVICES YMCA DEVELOPMENT MANAGER

DESCRIPTION

Job Title: Development Manager
Status: Exempt, Full-Time
Reports to: Vice President of Development
Salary: $62,500-$65,500 DOE

JOB SUMMARY
The Development Manager will be a key part of the Armed Services YMCA San Diego fundraising team.

Reporting to the Vice President of Development, the Development Manager will be responsible for:

1) **Donor Recognition**: writing thank you letters, coordinating thank you calls, and ensuring donors of different levels are cultivated appropriately and in accordance with existing cultivation strategies.
2) **Database Management**: entering donations into the database, regularly cleaning-up existing data, pulling reports, conducting weekly reconciliations between development and accounting records, and keeping up to pace with the latest capabilities of the database and ways to improve existing systems.
3) **Direct Mail and Solicitation Support**: assisting with direct mail and other solicitation campaigns.
4) **Grant Writing**: including research, writing, and reporting on foundation and government grants.
5) **Other Development Support as Needed**: this may include researching major donor prospects, assisting with our annual dinner and coordination monthly program tours.

The ideal candidate will have excellent writing skills, an acute attention to detail, experience with CRM's, and above average organizational skills, with an appreciation for creating systems and structure. In addition, ideal candidates will have 1-3 years of non-profit development experience with a strong desire to grow skills and advance within this field.

ESSENTIAL DUTIES AND RESPONSIBILITIES
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work may be required.

- Write and process thank you letters
- Enter donations and contacts into DonorPerfect
- Reconcile Development and Accounting records on a weekly basis
- Pull reports from DonorPerfect to capture insightful information on fundraising activities
- Lead direct mail and solicitation mailings
- Lead online fundraising & solicitation efforts
• Conduct regular clean-up of DonorPerfect data to ensure the accuracy of records
• Create a grants calendar to monitor all grant-related activities and ensure goals are being met
• Conduct research to identify new funding opportunities
• Write foundation and government grant proposals
• Complete foundation and government grant reports
• Provide support to special events and fundraising activities as needed

• Support marketing initiatives with regards to fundraising activities for program and information provided for brochures
• All other duties as assigned

INTERACTION
This position may provide information to donors, potential donors, program participants, volunteers, partners, ASYMCA SD Board and staff, and others from the community.

SUPERVISORY RESPONSIBILITIES
This a position with limited supervisory responsibilities (volunteer supervision).