



DEVELOPMENT MANAGER

The Development Manager is responsible for all aspects of fundraising, and event planning. Reports to the COO, with a dotted line to the Board of Directors.

Primary responsibilities include:

- Significantly growing all funding sources for long-term sustainability of the organization. Creating, administering, and implementing the organization's fundraising plan, as approved by the Board of Directors.
- Soliciting and cultivate relationships with new and existing donors and corporate sponsors.
- Planning and managing all fundraising events.
- Organizing outreach efforts, while working closely with other staff within the organization.
- Researching and applying for grant opportunities in the private as well as state and federal sectors, and manage grant compliance documentation.
- Working with the Board of Directors to prepare budgets and monitor revenue and costs.
- Supporting the marketing and community engagement programs of the organization.

Qualifications:

A minimum of 4-6 years of fundraising experience required with a track record of successfully raising funds and growing the donor base. Strong organizational skills and exceptional attention to detail. Ability to manage several projects simultaneously, clear and precise written communication skills. Goal oriented, self-starter and a team player who can work cooperatively and motivate staff and board members toward common goals.

Flexibility and ability to manage unexpected circumstances or changes. Budget sensitive while goal is to create successful and impactful events, strong commitment to the Miracle Babies mission and the families we serve.

Experience with donor database programs (DonorPerfect preferred), nonprofit grant writing experience, with direct knowledge of the grant development process preferred.

Additional Information:

This job description is intended as a guide to the general job responsibilities and is not a comprehensive listing of activities, duties and responsibilities that are required.

Miracle Babies provides financial assistance and direct services to parents with hospitalized newborns. The Development Manager maximizes opportunities to further Miracle Babies Mission and increase and sustain the financial health of the organization.

Passionate about helping others? Send resume, and cover letter to mcamarillo@miraclebabies.org.