



POSITION DESCRIPTION: DEVELOPMENT MANAGER

Position Title: Development Manager
Employment Classification: Full Time, Non-Exempt
Reports to: Director of Development & Communications
Department: Development & Communications
Salary: \$30.00-\$33.00 per hour, benefits included
Benefits: 80 hours each of Vacation, Holidays, and Sick Time per year; 100% of the premiums for medical, dental, life and LTD; 401K and FSA Plans

The Living Coast Discovery Center inspires the community to connect with and care for our coastal environment.

JOB SUMMARY

Key member of the Development team supporting the mission, and fundraising goals, of the Living Coast Discovery Center through the execution of essential functions within the department.

DUTIES AND KEY RESPONSIBILITIES

Grants Management

- Manages the strategy, writing, and submission of grants for new and existing programs.
- Develops identification, cultivation, solicitation, and stewardship strategies for new and current foundation and corporate funders and prospects, aligned with our mission and programs.
- Meets with Directors/Supervisor regularly to share upcoming grant and reporting deadlines, and to review strategies and timelines for application process
- Responsible for creating and sharing tracking documents for grant expenses and deliverables, and collaborates with leadership and programs staff for timely reporting of grants.
- Maintains lists of submitted, pending, and awarded or declined grants, annual grant reports and submission calendar, and conversion reports.
- Ensures prompt preparation and submission of invoices and collection of grant receivables.
- Maintains accurate accounting of all unrestricted/restricted grant income.
- Coordinates recognition of funders in accordance with grant guidelines.
- Maintains up to date files of all grants, contracts, notice of grant awards, reports, and other related documents.
- Develops and maintains working relationships with institutional funder representatives, where appropriate, and prepares materials and talking points for site visits, as needed.

Annual & Online Giving

- Responsible for developing and implementing multi-channeled strategies to grow the annual giving pipeline and execute all annual fund campaigns, including our year-end appeal.
- Works with the Development & Communications team to develop strategy and execute plans to grow our online giving options, including our monthly giving and vehicle donation programs.
- Provides the Director of Development with lists of potential major donors to help grow our major gifts and planned giving programs.

Board of Directors Liaison

- Coordinate, attend, and report on bi-monthly Board and Finance Committee meetings.
- Provides support to leadership in the preparation and delivery of materials for meetings.

The Living Coast Discovery Center is an Equal Opportunity Employer



- Maintains roster including contact and demographic information, giving, and service terms.
- Provides support to the Board for recruitment and onboarding of new board members.
- Provides Directors with access to and information needed for effective Board and Committee meetings.

General

- Provide strong customer service through incoming phone calls and emails.
- Perform overall management and operational duties such as responding to emergencies, guest and facilities issues, and closing rounds and checks when assigned.
- Attend all relevant management and staff meetings, within and across departments, communicating progress and needs
- Attend all department events, and other events as needed.
- Responsible for working with the Development team on our annual fundraising event, including planning, strategy, and day of responsibilities.
- Other duties as assigned, to support organizational priorities.

QUALIFICATIONS

- Bachelor's degree in relevant field or technical training and at least three additional years of relevant work experience.
- Experience and demonstrated success in foundation and corporate grant applications, administration, and funder engagement.
- Ability and willingness to manage staff and logistics to support the operations of a public zoo and aquarium space
- Excellent interpersonal and written communications skills, with experience in outreach via phone, email, and online communications.
- Proficient experience of Microsoft Office Suite, including Word, Excel, Outlook; and Adobe Acrobat.
- Candidate should possess strong attention to details and organizational skills, be proactive, creative, and solutions-oriented, and have the ability to work independently while handling multiple priorities in a fast-paced, professional environment.
- Demonstrated experience with donor database management, preferably Blackbaud Altru.
- Demonstrated experience working within a team, with a focus on collaboration, and proactive communications across departments and with senior management.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is an office job but a portion includes out of office meetings. Occasional driving to meetings and events. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs.

Note: A typical schedule is in-person 5 days per week, 8:30AM – 5:00 PM (ideally Sunday through Thursday) but can vary depending on events, meetings, and other opportunities. Some weekend days are required. This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

Please submit cover letter and resume in electronic format to Lenise Andrade, directly at landrade@thelivingcoast.org.