

Position Title : Development Manager

Organization : The Summitt Center

Salary: \$55,000 - \$76,000

AFP-WNY Post Date: 7/20/26

DEADLINE TO APPLY: Open

Development Manager

The Summit Center is Western New York's leading provider of evidence-based services for children and adults with autism and other developmental, social, and behavioral challenges. Our team is dedicated to helping every individual we serve achieve their highest level of independence. If you're passionate about making lives better and in search of a good job with dedicated supervisors, great benefits, and a supportive environment become a #DifferenceMaker and join our team.

Why Work With Us?

- Up to 42 days of paid time off
- 14–16 paid holidays annually
- Potential for annual raises and profit sharing
- Health, dental, and vision insurance/Medical opt-out payment (up to \$1,000/year)
- 401K with up to 4% employer match
- Life and long-term disability insurance

Your Impact as the Development Manager

The Development Manager is a key fundraising professional responsible for executing annual giving campaigns, donor communications, grant writing, and digital fundraising programs. This role manages three direct mail campaigns annually, solicits Summit Autism Walk and Summit Gala sponsorships, coordinates giving day initiatives, and grows the monthly giving program.

- Support the philosophy and shared values of the organization

- Work closely with the Assistant Director/Director of Development to advance the mission of Summit through fundraising, communications, and community outreach
- Provide leadership, guidance, and day-to-day supervision to the Community Engagement & Events Coordinator and Development Coordinator, fostering professional growth, accountability, and alignment with The Summit Center's mission and shared values
- Lead annual fund initiatives, including direct mail campaigns, giving days, external employee giving, and mid-level stewardship
- Manage donor engagement programs and assist with community outreach
- Collaborate with Assistant Director/Director of Development on grant writing and reporting, responsible for grants <\$10,000
- Oversee execution of special events
- Adheres to The Summit Center Core Agency Values of Adaptability, Accountability, Collaboration, Integrity, Optimism, and Respect

EDUCATION and/or EXPERIENCE:

- Bachelor's degree (nonprofit management, communications, marketing or related field preferred)
- Minimum 4 years in development and fundraising
- Proficiency with donor management database (Bloomerang preferred), Microsoft Office Suite, and Adobe Creative Suite

At The Summit Center, you'll be part of a compassionate, highly trained team committed to empowering individuals to reach their full potential. Let your next job be the one that truly makes a difference.

Please apply at <https://www.thesummitcenter.org/careers/>