

Open Position: Development Manager

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:
Development Manager

Agape has a current opening for a **Development Manager**. This role will work in partnership with the Director of Development and be responsible for developing and implementing key strategies outlined in Agape's Annual Development Plan and calendar to reach or exceed Agape's philanthropic goals. Assist in forging new relationships with current and new donors. This position requires strategic thinking and self-motivation to plan and facilitate all projects with sharp attention to execution and detail. The **Development Manager** works closely with the Director of Development, focusing heavily on identifying, establishing, and maintaining viable individual giving relationships. Maintain timely and consistent contact with donors and potential donors to establish, sustain, and enhance positive relationships leading to ongoing gifts. Plan and implement direct mail and email campaigns with specific annual goals to be met. The **Development Manager** will work with the President/CEO and Director of Development to plan and execute events and individual opportunities for donor recognition, stewardship and cultivation. Collaborate with the Director of Development and the Marketing and Communications Committee to implement annual communications plan and development of public relations materials for the organization (including an annual newsletter, brochures, flyers, direct mail solicitations and reports). Prepare weekly reports utilizing database and Excel to analyze year to year results in individual giving. Assist the Director of Development with creating monthly, quarterly, and annual grant reports. Assist the Director of Development with maintaining and developing donor relationships.

Education & Experience Required:

Bachelor's Degree from an accredited college or university, or equivalent combination of education, training, and experience (at least 4 years of work experience in lieu of a degree), which provides the required knowledge, skills, or abilities for this position and at least 7 years of relevant experience in fundraising and development experience. The ideal candidate will be both professional and resourceful, with the ability to work independently and as a team player. Must have excellent communication skills, both written and oral, the ability to engage and handle relationships well as well as respond to requests in a timely manner. Proficient in Microsoft Office Suite and Adobe Acrobat. Preferred knowledge and experience with Raiser's Edge (fundraising software). Candidate must thrive in a fast-paced environment while maintaining a professional demeanor. High energy and passion for the Agape mission, vision, and values. Should possess outstanding organizational and management skills and be detailed and results-oriented. Candidate must be proficient in Microsoft Office Suite. Will be required to work a flexible schedule, to include evenings and weekends as needed. Must have an automobile available for business use and maintain a current driver's license and current auto insurance with acceptable levels of coverage. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Annual Salary: \$45,000

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Visit Our Online Career Portal to Apply:

<http://agapemeanslove.org/career-opportunities/>

*All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.