



Job Description/Expectations

Helix Strategies is seeking a full-time Development Manager to enhance our growing company. Reporting directly to the President, the Development Manager will work with organizations to develop strategic solutions to fundraising and leadership challenges. A successful candidate will have a background in creating and implementing development strategies within the nonprofit organizational structure.

The successful candidate will be comfortable in a leadership role, have superb prioritization and time management skills, and maintain a creative, self-starter attitude.

Duties and Responsibilities

- Identify, develop, and manage a client portfolio independently
- Provide support for all Helix clients
- Create and implement development plans which may include
 - Donor/sponsor/corporate cultivation
 - Solicitation coaching
 - Research and grant writing
 - Event coordination
 - Status meeting facilitation
 - Database monitoring
 - Develop and execute fundraising campaigns/strategies/initiatives
 - Develop and manage volunteer/supporter stewardship plans
 - Strategic planning
 - Board development
- Represent Helix at community events, as needed
- Present community trainings, as needed
- Present and organize business development opportunities
- Manage Helix interns/volunteers
- Manage Helix website updates, marketing materials, and public relations
- Track accounting for designated clients

Requirements and Qualifications

- Bachelor's degree required. Degree in Business Administration, Nonprofit Administration or relevant field is a plus
- 5-7 years of experience in a senior or leadership role
- Ability to work independently and manage competing priorities, strong time management skills
- Ability to exercise discretion and independent judgment in managing client relationships
- Leadership focused with the ability to recognize and cultivate community engagement
- Interpersonal, promotional, and public speaking skills, both practiced and impromptu



Position Details

- Full-time
- Competitive compensation and benefits package
- Flexible working arrangement (in-office, remote or hybrid options, flexible hours)
- Training and professional development opportunities
- Flexible PTO
- Salary \$70,000-\$90,000 per year, depending on experience

To apply, please submit your resume to Kathi Lipinsky at klipinsky@mcneeslaw.com.