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Development Manager

Reports to:	CEO & Executive Director
FLSA Status:	Full Time/Salary- Exempt
Salary Range:	\$70,000-80,000
Benefits:	Medical, Dental, Life, Disability, Sick, Vacation, Simple IRA
Location:	Onsite, Monday to Friday, 9 a.m. to 5 p.m., some evenings, and weekends

Center for African American Health is a community-based nonprofit organization. Our mission is to empower the Black community to make informed health decisions that benefit the whole person through education, collaboration, and advocacy.

We are looking for a detail-oriented and organized team member who excels in fast-paced nonprofit environments, is interested in working to promote community health through inquiry, innovation, and impact, and in joining a well-respected organization with a rich history of community service.

The Development Manager is responsible for helping to create and manage a comprehensive Resource Development Plan to meet or exceed total budgeted revenue and in-kind contributions for the organization. In addition, the position will report on and provide recommendations to meet or exceed fundraising goals for grants and annual giving. The Development Manager will execute multiple direct mail and e-appeals, social media campaigns, reporting and analysis, list management, and relationship management. The Development Manager will report to the CEO & Executive Director and works closely with the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Working in tandem with the CEO & Executive Director and Board of Directors, the Development Manager is responsible for evaluating and addressing fundraising needs in line with strategic plan goals, operational needs, and annual plan priorities.

Key Responsibilities:

- Collaborate with the CEO and Board Chair to cultivate a culture of philanthropy that encourages the engagement of the Board of Directors, staff, and volunteers.
- Oversee the Resource Development Plan under the CEO's guidance, which includes setting annual goals, strategies, and tactics to shape, manage, and implement a successful fundraising strategy that supports organizational needs.
- Manage the fundraising plan and calendar, as well as all aspects of fund development, including grant writing, individual giving, fundraising events, and in-kind support.
- Handle external communications and strategy, which includes social media (Facebook, Twitter, Instagram, LinkedIn) and email (Mailchimp) management. This includes the production of newsletters,



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annual reports, brochures, press releases, informational materials, and website development and maintenance.

- Maintain and improve donor databases and systems to track contributions by project, by donor, and by solicitation source. Produce timely donor acknowledgements and create reports as necessary.
- Uphold strict confidentiality of all information, with a particular emphasis on donor and donation information.
- Prepare grant proposals and reports, donor solicitations, campaign materials, and correspondence related to development activities.
- Represent CAA Health in community initiatives and events that support our goals/strategies.
- Foster positive and collaborative relationships with community residents, local nonprofit organizations, and businesses.
- Train and guide Board participation in fundraising and messaging.
- Participate in the annual organizational budgeting process with income forecasting.
- Lead the Annual Giving strategy and execution to build the organization's brand and expand its audience.
- Prepare and monitor income projections, process metrics, and outcomes reports.
- Monitor philanthropic trends and align fundraising strategies to maximize contributed income.
- Oversee strategic public relations activities to increase brand recognition and community support.
- Develop and support the department and organization to achieve individual, team, and company goals.

REQUIRED QUALIFICATIONS/SKILLS

- Bachelor's degree with 7 + years of experience and success in professional fundraising with responsibility for raising a minimum of \$1M annually.
- Development and implementation of Annual Giving models.
- Self- Starter.
- Attention to detail and meticulous in record keeping.
- Proven experience in fundraising, preferably in a nonprofit or similar organization.
- Strong leadership and management skills.
- Excellent communication and networking skills.
- Excellent organizational skills.
- Proven ability to meet goals and objectives.
- Demonstrated skill in tact, diplomacy, cultural competence, and flexibility.
- Proven track record of proactive relationship management.
- Solid background in multifaceted development planning, implementation, and management
- Ability to develop measurement tools for tracking successful development process metrics and outcomes.
- Advocate, connector with the ability convey impact to motivate the philanthropic community.
- Proficiency in various fundraising platforms and strategies.
- Experience with managing donor databases and systems.
- Familiarity with social media platforms and email marketing tools.



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- Strong understanding of confidentiality and data protection.
- Ability to prepare and present grant proposals and reports.
- Knowledge of nonprofit budgeting and financial planning.
- Experience in strategic public relations and branding.
- Ability to work collaboratively within a team and lead projects independently.
- Strong storyteller and public speaker; able to make emotional connections to mission and communicate impact and results in a compelling fashion.
- Skilled at establishing and cultivating strong relationships with diverse constituents.
- Self-aware and life-long learner.
- Ability to analyze problems and find solutions which support and enable sound decision-making.
- Personal qualities of integrity, credibility, and dedication to the mission of CAA Health.
- A team player with the ability to wear multiple hats in a fast-paced environment.
- Computer/technology proficiency skills: MS Office 365, Word, Excel, Outlook, PowerPoint, SharePoint, Google Docs.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Physical Requirements

- Required to be in a stationary position for prolonged periods of time, while working on a computer.
- Required to move about inside the office to access file cabinets, office equipment, etc.
- Communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must occasionally lift or move up to 60 pounds.
- Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform essential functions.

How to Apply -Qualified candidates are encouraged to apply.

Please submit a **cover letter and resume** to the following email address and **include *Development Manager* in the subject line:** careers@caahealth.org.

No phone calls please. All applications must be submitted electronically – none will be accepted in person

Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of our activities or operations.