

## **Live By Living Development Manager job posting**

Reporting to the President of Live By Living, the Development Manager is responsible for designing and implementing a comprehensive and results-oriented development plan that increases awareness and revenues to support the mission, vision and strategic direction of Live By Living.

Key components of this position include setting goals, developing strategies, and implementing tasks. The position spends a significant amount of time and attention on securing major gifts, as well as planning, organizing, obtaining sponsors, and managing day-to-day details for 2 annual fundraising events. The position also participates in developing marketing and communication initiatives to include promotional materials, website and social media, as well as recruiting and overseeing volunteers to support the position. Marketing and communication work is a small part of the job, not to exceed 10% of time.

### **Qualifications**

Competitive candidates will possess three to six years of experience in nonprofit fundraising, with a proven track record of success in securing major gifts, managing campaigns, and putting on special events. Candidates must possess solid understanding of the principles, ethics, and practices of fundraising and special events planning. Candidates with the proven ability to work with and inspire boards of directors, executive and program leadership, and volunteer leaders to actively engage in fundraising, donor solicitation, and stewardship are highly desirable. Excellent organizational, public speaking, communications, listening, problem-solving, and analytical skills are desirable attributes.

Finally, the ideal candidate possesses experience with social media, and expertise with donor management software (Flipcause or similar), Word and Excel. The successful candidate will be expected to abide by the Association of Fundraising Professionals Code of Ethical Standards.

Salary range: \$40,000 -- \$60,000 depending on experience and qualifications. Benefits include health insurance.

Applicants must submit a cover letter and resume.

Application deadline: December 27.

Only top candidates will be contacted.