



DEVELOPMENT MANAGER

JOB DESCRIPTION

Job Title: DEVELOPMENT MANAGER
Department: Development
Reports To: Chief Development Officer (CDO)
FLSA Status: Exempt

MISSION

The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

SUMMARY:

The Development Manager's role is an integral part of the Development Team, reporting to the Chief Development Officer and assists in expanding and diversifying The Warren Center's funder base. They are charged with helping support the agency's financial well-being by soliciting and securing donations to meet goals and requirements of the agency and its programs. In addition, this person will directly supervise two staff (Development Assistant and Special Events and Volunteer Coordinator).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform the following satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Execute ongoing strategy with extensive donor discovery, cultivation and conversion and of individual and corporate donors
- Manage a diverse portfolio of prospects and donors including individuals and corporations
- Implement programs and/or activities to identify, cultivate, solicit and steward donors at the \$100 - \$5,000 level, with an emphasis on maximizing revenue for the agency, including annual fundraising campaigns.
- Supervise the execution of fundraising events to secure sponsorships, ticket sales, auction items, volunteers and committee members
- Serve as Staff Liaison with Young Professionals Group and provide support for their events
- Supervise Development Assistant and Special Events/Volunteer Coordinator and ensure their duties and tasks are met in a timely and efficient manner.
- Participate on behalf of the agency in local Chambers and other networking opportunities
- Provide outstanding customer service to donors

COMPETENCIES

To perform the job successfully, an individual should demonstrate:

- **Analytical Thinking** – Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, identifies data relationships and dependencies, and designs workflows and procedures. Must be able to maintain discretion and confidentiality with sensitive donor information.
- **Communications** – Expresses ideas and thoughts verbally and in written form, exhibits good listening and comprehension, keeps others adequately informed, and selects and uses appropriate communication methods. Exceptional organizational, interpersonal, and written and verbal communications skills.
- **Service** – Displays courtesy and sensitivity, manages difficult or emotional situations, meets commitments, responds to internal and external needs, and solicits feedback to improve service. Ability to work with leadership staff, Board and Development Committee volunteers and donors.
- **Organizational Support** – Follows policies and procedures, completes administrative tasks correctly and on time, supports organization’s goals and values, benefits the organization through outside activities, supports administrative action, and respects diversity. Administrative assistant organizational and scheduling skills essential
- **Planning & Organization** – Prioritizes and plans work activities, uses time efficiently, plans for additional resources. Integrates changes smoothly, sets goals and objectives, and works in an organized manner. Ability to work in a fast-paced environment;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience** – Bachelor’s degree from an accredited college or university preferred or equivalent combination of education and experience. 4-5 years experience in the fundraising department of a nonprofit or equivalent work experience.
- **Language Ability** - Excellent verbal and written communication skills. Ability to: read and analyze documents, effectively present information, and respond to questions from groups of managers, clients, employees, and the general public, and to write reports and business correspondence.
- **Computer Skills** - To perform this job successfully, an individual should have advanced knowledge of Microsoft Office Suite, browsers, and Bloomerang (or similar donor database), preferred.
- **Personal Skills** - Ability to deal with professionals at a cross-functional level. Demonstrated ability to handle confidential information appropriately.

ENVIRONMENT

- The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is required to sit, stand, walk, talk, hear and see.
- The noise level in the work environment is usually moderate.