Job Title	Development Manager
Reports To	Director of Development
Positions Supervised	None
FSLA Status	Non-Exempt

POSITION SUMMARY

The Development Manager is responsible for supporting fundraising initiatives and activities to help meet the revenue goals of the organization. These initiatives and activities include fundraising events, planned and annual giving campaigns, individual donor identification and cultivation, grant writing, foundation and corporate development as well as marketing. This position reports to the Director of Development and is part of a Development Team that includes the Executive Director, Director of Development, Director of Finance and board members.

In order to sustain the work and fulfill the Mission of Alpha, this position develops relationships with supporters within the organization and the broader community to enhance the visibility and participation with the organization in reaching Alpha's goals. This position supports the Development Department's goals by assisting with cultivation and solicitation of companies, individuals and volunteers. This position will have direct fundraising responsibilities including identification, cultivation and solicitation of sponsors, grants and third party funders.

QUALIFICATIONS

The incumbent 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. Appropriate training will be provided where necessary, and specific assistance in refreshing the incumbent in those areas where appropriate.

Must have knowledge of principles of fundraising, grant writing and donor cultivation;
- Demonstrated ability to communicate effectively orally and in writing;
- Demonstrated interpersonal skills;
- Strong computer skills;
- Ability to work on multiple projects at the same time;
- Careful attention to detail;
- Be able to work efficiently under pressure and deadlines;
- Demonstrated ability to be organized, proactive, and results driven;
- Must be able to establish rapport and communicate with individuals of diverse cultural and education backgrounds.

EDUCATION AND/OR EXPERIENCE

Must have a combination of education and experience demonstrating ability to perform the essential functions of the job satisfactorily. Preferably a minimum of 3 years' experience with a nonprofit development department that included event fundraising, grant writing, general development and marketing.

SUPERVISORY RESPONSIBILITIES

None

HOURS OF WORK

This position typically works Monday through Friday 8 a.m. to 5 p.m. However, work hours will be flexible per the variable demands of the job. Attendance at committee meetings and general staff meetings is expected. Some weekend and evening hours may be necessary for events.

LANGUAGE SKILLS

The ability to read and speak English clearly is mandatory. The ability to communicate the goals of the organization required. The ability to convey information to other employees as well as donors, clients, participants and management in a clear and concise manner is essential.

ESSENTIAL FUNCTIONS

- Assist in fundraising event(s) and campaign(s) for the organization;
- Assist in the cultivation of donors and sponsors (both cash and in-kind) to support organizational goals and objectives;
- Assist with annual appeals, membership, fundraising events, Legacy Society and Imagine Tours;
- Maintain donor recognition program and donor communication;
- Maintain a grants calendar, explore grant funding options from new sources;
- Identify and coordinate with program staff and development team on grant submissions and reports;
- Manage development volunteers and committees;
- Manage donor data base;
- Assist in the coordination of activities of the Development Committee and all event committees;
- Assist with creation of marketing materials; and,
- Represent and assist in communication of the organization's mission and strategic goals with donors, community organizations, foundations and businesses.

GENERAL RESPONSIBILITIES

Promote the Mission and Values of the Organization

1. Promote the positive image of the organization to the general public, funders, and donors by communicating organizational goals and financial/support needs;
2. Represent Alpha and assist in cultivating relationships with outside civic organizations, businesses and corporations, via presentations, tours and volunteer opportunities.

Development Plan and Organizational Needs

1. Be familiar with the organization's Strategic Plan and assist with funding opportunities to support the plan.
2. Help maintain a current "wish list needs".
3. Assist in identifying, securing and managing grants and ensure deliverables and reporting requirements are met.

Donation Cultivation, Management and Communication

1. Assist in the identification and evaluation of companies and individual donors and match with needs of the organization;
2. Assist in communicating with donors through phone contact, face-to-face meetings, written updates and other means as appropriate to the donor;
3. Ensure donations/gifts/planned gifts/grants are properly and accurately entered into the database and acknowledged;
4. Assist in maintaining donor recognition program;
5. Research and assist in the development of funding proposals for foundations, corporate charitable funds, service clubs, etc.;
6. Compile, maintain, evaluate and report on grants.

Events and Fundraisers

1. Assist and help coordinate the planning and execution of fundraising events;
2. Solicit sponsors and donors for fundraising events;
3. Solicit and serve as liaison to third party fundraising initiatives;
4. Compile, maintain, reports on fundraising events.

<u>Marketing & Communication</u>

1. Assist in the development of key messaging for various audiences to promote the work of Alpha in the community;
2. Assist with development of communication materials, both website and print;
3. Assist in social media communication;
4. Assist with outreach to local companies and organizations to identify mutually-beneficial partnership opportunities.

<u>Volunteer, Board and Committee</u>

1. Provide support to the Development Committees and event committees in fulfilling their responsibility as ambassadors and fund raisers;
2. Assist in the management of the Development Volunteer Program.

<u>Other Duties</u>

1. Seek ongoing education and participation in training and professional groups to keep abreast of advancements in the field of development.
2. Perform other duties as assigned.

PHYSICAL DEMANDS
The incumbent is regularly required to sit, talk and hear. The incumbent frequently is required to use hands to finger, handle or feel equipment, paper or files. The incumbent must be able to operate a computer keyboard as well as see a computer monitor display screen. The incumbent is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10-20 pounds. Specific vision abilities required by this job include close vision.

The position requires the manual dexterity and adequate vision to reach written materials, and enter data into a computer, adequate hearing and verbal communication skills to conduct conversation (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT
The work environment would be generally described as an office setting with classroom facilities adjacent to the primary work area. The ability to move within all of these areas may be required in the execution of the employee's functional activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

This position is associated with potential exposure to blood borne pathogens and communicable disease requiring the use of universal precautions at all times.

EMPLOYEE _____ DATE _____

SUPERVISOR_____ DATE _____