

Development Manager – Job Description

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|----------------------------------|----------------------------|--------------------------------------|-------------------------|
| Job Title: | Development Manager | Department: | Development |
| Date completed / updated: | | Reports To: | Executive Director |
| FLSA status: (choose one) | <u>Exempt</u> / Non-Exempt | Position status: (choose one) | <u>FT</u> / PT / Intern |

All ETM-LA employees are expected to do the following when performing their respective jobs:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, vendors and school stakeholders
- Work effectively as a team contributor on assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees, vendors and school stakeholders

Position Summary / Purpose. What is the overall objective of this position?

The position will be established for the purpose/s of managing the development program; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serving as a member of the leadership team and helping lead efforts to maintain and grow the organization's base of charitable contribution income.

| Essential Functions which must be performed/completed to achieve the objectives of this position. | | Approximate % time |
|--|--|---------------------------|
| 1. | Individual Donors & Corporate Sponsors: Maintain our database of supporters and oversee all correspondence with these supporters. Correspond with specific donors. Create individual donor reports, including a yearly comprehensive analysis of donor trends. Improve systems for tracking donations and donor information. Coordinate appeal mailing, donor visits, and receptions. Lead efforts and giving campaigns to maintain and grow organization's charitable contribution income. Give presentations and attend public events for donor outreach purposes. With the Executive Director and Board, assist in cultivating new and existing Funder relationships. | 30% |
| 2. | Grants: Oversee and maintain grant-management system, ensuring that all deadlines and requirements are met. Coordinate grant applications and reports, including collating information needed for the application or report, writing first drafts, editing final drafts, preparing budgets and other attachments and submitting all necessary information. Send timely invitations, updates and correspondence to Program Officers about the impact of their partnership. Work with Operations & Finance Manager and Accountant to ensure that grant is in compliance. Participate in researching new potential funding sources. With the Executive Director and Board, assist in cultivating new and existing Funder relationships. | 30% |
| 4. | Supervision: Provide supervision for the Development Assistant, Communications and Administrative Assistant, Americorps VISTA program, and Communications Intern. Participate in the recruitment of interns. Oversee all development-related volunteers. | 20% |
| 5. | Associates Board: Oversees Associates Board & Events related to this giving circle. | 10% |
| 6. | Program Evaluation: Oversee program evaluation (dissemination/collection/analysis/reporting) including Community Partnership Survey, Parent Surveys, and external evaluator. | 10% |

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Total:

100%

| Other Functions: | |
|-------------------------|---|
| 1. | Events Management – Support fundraising events. |
| 2. | Volunteer Management – Support efforts to maintain and grow volunteer base. |
| 3. | Office Management – General office tasks |

| Supervisory Responsibility, if any: | |
|--|--|
| Supervision: Provide supervision for – | |
| <ul style="list-style-type: none"> • Development Associate (to be hired mid-FY17). • Communications Intern and Volunteer Coordinator as needed. • Participate in the recruitment of interns. • Oversee all development-related volunteers. | |

| Working Conditions: | |
|--|--|
| Office, Events, and in the Field (Site-Visits with Funders). | |

| MINIMUM Qualifications: the minimum level of education, experience and certifications acceptable for the position. | |
|---|--|
| Education: | Bachelor's |
| Experience: | 5+ years of Non-Profit / relevant experience. |
| Specific skills: | Grantwriting, Developing and Managing Budgets / Expenditures, Excel, and DonorDataBase Management. |
| Specialized knowledge, licenses, etc. | |

| PREFERRED Qualifications: | |
|--|--|
| Education: | Masters |
| Experience: | 7+ years |
| Specific skills: | Supervisory experience, conflict resolution, crisis management, advanced Excel techniques, major gifts solicitation and stewardship, public speaking, technical writing. |
| Specialized knowledge, licenses, etc. | Government, School Districts, Fund Development, Arts Sector |

| ACKNOWLEDGEMENTS BELOW |
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|------------------------|--|
| Employee printed name: | |
| Employee signature: | |
| Date: | |

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| Supervisor /Manager printed name: | |
| Supervisor / Manager signature: | |
| Date: | |