



Job Title:	Development Manager for Research, Donor Cultivation and Foundation Giving		
Location:	Bethesda		
Manager's Title:	VP for Development		
Employment Status:	<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Exempt	
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-exempt	
	<input checked="" type="checkbox"/> Full-time		
	<input type="checkbox"/> Part-time		
Date Created:	July 23, 2019		
Date Revised:	July 31, 2019		

JOB SUMMARY

The Development Manager for Research, Donor Cultivation and Foundation Giving will report to the Vice President of Development. The position will support both the VP of Development and CEO and focus on Development responsibilities for the Development (DEVO) team and for the CEO (support anticipated to be two thirds, one third split). This will allow for a more harmonious and successful Development program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities for the CEO:

- Manage and assist with development focused calendar appointments, donor appointments, Board appointments/calls etc., staff meetings, requests from staff, donors, Board, volunteers.
- Ensure CEO is prepared with materials and information for donor visits, meetings, and proper follow up is recorded with dates so that she can follow up as necessary. Also contact reports, follow up emails are entered in RE.
- Assist with preparation for strategy meetings and discussions relating to donors, Board members, staff, track action items to ensure follow up is accomplished.
- Assist in planning, preparation and follow up for the Advisory Council.
- Assist in planning, preparing materials and follow up for Board meetings.
- Be the point person for the development related needs for the CEO.

Responsibilities for the VP Development and DEVO team:

- Research and prepare materials for Devo visits and follow up with prospects and donors.

- Work with team in the development of a more robust Foundation list and portfolio, research past gifts, identify and research possible new prospects, develop a calendar for proposals that need to be submitted.
- Take ownership of Foundation writing, submitting and follow up, visits when possible.
- Assist with special donor related events and stewardship.
- Assist the team in portfolio development when necessary.
- Other administrative duties as needed.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received from the VP of Development. Supervision may be given to coordinators, volunteers and interns on occasion.

QUALIFICATIONS

- Bachelor's Degree in Communications, Marketing, Non-profit Management or similar field.
- Prefer at least 5-6 years of experience in building relationships with potential donors and community members and volunteer management
- Experience in non-profit fundraising, writing and research and project management

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Ability to manage a wide variety of responsibilities and projects.
- Experience interfacing with volunteers and donors
- Ability and experience researching information and people through different databases and writing reports.
- Strong writing experience and ability to manage projects, submit proposals, follow up and track information to a successful finish.
- Strong professional ethics which include approaching others in a tactful manner; reacting well under pressure; treating others with respect and consideration; accepting responsibility for own actions; following through on commitments.
- Skills and experience working in a team environment.
- Knowledge of and adherence to the Foundation's policies, procedures, and processes regarding proposal submissions and execution.
- Ability to interpret guidelines and procedures and analyze the proper response if faced with a problem.
- Ability to work well with others outside of the organization.
- Exemplifies a can-do work ethic and attitude.
- Skilled at building lasting relationships with potential donors and volunteers.
- Highly professional demeanor, able to work successfully with a wide variety of constituents including donors, board members, volunteers
- High levels of integrity, trustworthiness, flexibility, compassion and humor are necessary to address the practicalities of a growing nonprofit,

along with the creativity and persistence required to elicit new thinking and change.

- Ability to work with minimal supervision, manage multiple priorities and work in a deadline driven environment.
- Proficient computer skills in Microsoft Office Suite and Raiser's Edge database management software or other database systems.

WORKING CONDITIONS

- Travel to meetings when necessary.
- Work nights and weekends as necessary to attend meetings and events.
- Must have access to reliable transportation and occasionally travel to meetings or events at different locations.
- Use of computer required.
- Sitting, bending, reaching and walking.

To Apply:

Send cover letter with salary requirements and resume to Susan Lucas,
slucas@midatlantic.wish.org