



Development Manager

The Development Manager reports to the Executive Director and is responsible for overseeing core development functions such as management of donors and donor records, the schedule for donor activities (events, direct mail, grant applications) and the donor stewardship process. The Development Manager will also be responsible for the execution of the core marketing functions of the organization including community outreach and overseeing digital media. The Development Manager will collaborate with the Executive Director for marketing and fundraising execution and will need to work cross-functionally with the Client Resource Manager, Volunteer Coordinator and Pantry Manager. The person in this role will need to have a solid sense of donor management and have the ability to be both internal facing (developing processes and database functions) and external facing (working directly with prospects, clients and donors).

Duties and Responsibilities

Donor Development

- Identify and communicate with Executive Director on key prospects and strategy for overall fundraising.
- Meet with external donors and donor prospects to convey the pantry mission and impact.
- Oversee the implementation of direct mail.
- Support fundraising event committees in the successful execution of pantry events.
- Research possible foundation and corporate grants.
- Assist in writing grants and grant reports. Responsible for grant funding from funders below \$10,000.
- Prepare and present materials to external groups.
- Collaborate with Volunteer Coordinator on a plan to maximize corporate partnerships.

Marketing

- Assist Executive Director in the development of a marketing strategy for the pantry.
- Oversee social media outreach to donors.
- Plan and implement client outreach activities.
- Develop website and email campaigns to donors to increase number of donors and donations.

Donor Stewardship

- Develop a stewardship plan and assist the Executive Director in implementation.
- Further develop GiftWorks donor database to meet the needs of Pantry donor development, operations and reporting.
- Oversee Administrative Assistant in the processing of gifts and acknowledgements.

Requirements

- Minimum of 3-5 year development work.
- Passion for alleviating poverty or hunger relief.
- Bachelor degree or greater.
- A self-starter able to work with a minimum of supervision.
- Strong attention to detail.
- Customer service oriented.
- Ability to multi-task.
- Knowledge of donor databases and ability to input and extract reports a plus.
- Ability to manage work to meet deadlines.
- Excellent communication skills, oral and written.