

The **Alice Aycock Poe Center for Health Education** in Raleigh is seeking to hire a Development Manager. The candidate will manage the development activities of the Poe Center's mission, goals and stated objectives to ensure fiscal stability. The Development Manager works under the supervision of the Executive Director, coordinating efforts with other members of the management team, board members and volunteer committees to successfully design and implement a development plan to further the mission of the Poe Center.

**Desired Qualities:**

- Bachelor's Degree or equivalent combination of relevant experience and development/fundraising/nonprofit management coursework; CFRE preferred.
- Strategic thinker with excellent leadership, business, organizational and management skills; demonstrated ability to maintain successful interpersonal relationships with contributors, volunteers, board and staff.
- Provide leadership and support to donor-based fundraising campaigns (annual campaign, end of year campaign, special campaigns).
- Superior communication skills, verbal and written, required and a strong commitment to the Center's mission, goals, and values is necessary.
- Knowledge and understanding of all revenue sources available to non-profit organizations, such as: corporate contributions and sponsorships, foundation funding, major gifts, planned giving, and individual giving.
- Proven ability to create, organize, and execute special events.
- Outstanding ability to manage multiple priorities and projects while working as part of a team in a multi-cultural environment.
- Dynamic, energetic, tenacious approach to promoting programs required.
- Engaging personality that can cultivate strong relationships and work successfully with staff, volunteers and major donors.
- Knowledge and ability with current technology tools for presentation and communications; knowledge of donor database systems (currently using Raisers Edge).
- Proven grant writing experience.

**Compensation:** Competitive and negotiable; commensurate with experience.

**The Organization:** The mission of the Poe Center for Health Education is to educate and empower North Carolina children, youth, and their families to make choices that increase positive health behaviors.

**Apply to:** Interested parties should send cover letter, resume, salary history, and a minimum of three professional references to:

Ann Rollins  
Executive Director  
224 Sunnybrook Road  
Raleigh, NC 27610  
[a.rollins@poehealth.org](mailto:a.rollins@poehealth.org)