

Alice Aycock Poe Center for Health Education

Job Description

Position: Development Manager/Director

Reports To: Executive Director (ED)

Position Summary:

Manage the development activities of the Poe Center's mission, goals and stated objectives to ensure fiscal stability. The Development Manager/Director works under the supervision of the ED, 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. The Development Manager/Director oversees a fundraising program, which currently raises \$109,500 annually and is responsible with the ED and Board of Directors, to develop and implement a plan that doubles fundraising income over the next 3 years.

Qualification Requirements:

- Bachelor's Degree or higher; 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).
- Build fundraising capacity by networking with funders, donors and potential supporters for a sustained base of annual individual donors, including major gifts.
- Engage with corporations to identify opportunities for sponsorship, volunteerism and donations.
- Superior communication skills, verbal and written, required and a strong commitment to the Center's mission, goals, and values is necessary.
- 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 as well as Raisers Edge.
- Proven grant writing experience.

Major Duties and Responsibilities:

- In collaboration with ED, responsible for coordinating efforts to meet with and get proposals to foundations, corporations, and individuals to solicit funds for annual fund that are approved by the Board of Directors.
- Manage the administration of the annual fund.
- Train board members, staff and volunteers on the principles and techniques of fundraising.
- Define strategies to solicit and cultivate individual donors.
- Develop and manage budget for all fundraising.
- Work closely with staff to help ensure that the development work is being entered correctly into Raisers Edge in regards to all donors and prospects for cultivation.
- Design and implement, with input from the Development Committee, an Annual Development Plan.
- Assist in development of Strategic Plan.
- Identify and write grants.
- Plan, implement and evaluate special events.
- Identify opportunities to partner with other organizations on special projects, grants and funding opportunities.
- Coordinator of corporate volunteer days.
- Ensure thank you letters and acknowledgments are mailed within 48 hours.
- Ensure renewal of corporate proposals.
- Work with related board committees, staff and community leaders to develop and market programming.

Other

- Serve as liaison to appropriate community committees, coalitions and maintain positive relationships with Poe Center partners.
- Be responsive to the needs of other staff, Board members and volunteers.
- Attend professional development training for fundraising and enhance professional skills.