Family Connections

Job Description

<table>
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<tr>
<th>Job Title: Development Manager</th>
<th>Supervisor: Executive Director</th>
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<td>Department/Program: Development</td>
<td>FLSA Status: Exempt</td>
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<td>Last Updated: June 2023</td>
<td>Salary Range: $55,000 - $65,000</td>
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**Purpose**

The Development Officer will work under the direction of the Executive Director to write and manage grants as well as plan and oversee the execution of all special event fundraising initiatives. This position will also conduct necessary research and data collection to support development-related reporting.

**Essential Job Functions**

- Manage grantmaking-related activities in coordination with appropriate finance, administrative and program staff.
  - Serve as coordinator for a calendar of all grant proposal and grant report due dates.
  - Serve as staff lead for submission of all grant proposals by attending appropriate discovery meetings; reviewing RFP details; and securing from appropriate staff documentation needed for proposal narratives, background information, budget and budget narratives.
  - Draft and submit grant proposals and supporting documents based on deadlines and funding requirements of the grantmaking organization.
  - Respond to internal and external queries regarding drafted and submitted proposals.

- Serve as primary lead on all fundraising-related special events. This includes creation of a timeline and budget for each event, a fundraising goal and a volunteer management plan. In collaboration with the Executive Director and others, coordinate logistics of events, including:
  - Implementing and monitoring budget and invoicing;
  - Working with Executive Director on identification, cultivation, solicitation and follow up of major sponsors.
  - Selecting and negotiating with vendors and monitoring their activities to ensure quality control;
  - Working with internal staff and possible external consults to manage promotions, communications and branding aspects of the event
  - Resolving problems and guest inquiries before, during, and after the event
  - Approving all activities for the event
• Preparing post-event reports, presentations, and recommendations for FC development and management teams and Board.

• Support the Executive Director in the execution of the annual campaign, including the development of an annual campaign timeline of deliverables, preparation of all annual campaign related solicitation and stewardship communication pieces (mass mailings, eblasts, solicitation letters, ‘case statement’ pieces), and tracking of progress against goal. Provide data and information as requested to support reports to the FC Development Committee and Board of Directors on annual campaign progress.

• Oversee the tracking and reporting of all fundraising related activities through active querying of FC’s DonorPerfect database and support Executive Director in preparation of reports to the Development Committee and Board of Directors on actuals versus budget vis a vis revenue goals.

• Conduct regular queries in Candid’s Foundation Center Library database for funding opportunities that align with FC’s mission and programs.

• With support from the Development Associate, oversee the weekly processing of all donor gifts, preparation of acknowledgment letters, and notification of pertinent staff (ED, board chair, program staff) of meaningful gifts that might require a special stewardship touch, such as a phone call or hand written note).

• With support from the Development Associate, conduct donor database queries to provide up to date information on current donors, lapsed donors, and/or major gift donors, sponsors and/or funders.

• When appropriate, serve as community representative of FC at external meetings such as Association of Fundraising Professionals National Philanthropy Day, community stakeholder meetings, etc.

Core Competencies

In addition, all Family Connections staff are expected to be proficient in most and continuously growing in all these Core Competencies

Interpersonal relations and team building. Establishes rapport with others across organization; respects and collaborates with others; considers and responds to the needs, feelings, and capabilities of others; establishes an open dialogue with others; shares information and decision-making responsibility with team members

Personal integrity, professional conduct, self, and time management. Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; Models appropriate professional behavior and speaks directly to people rather than at people; Accepts responsibility for own actions and willingly
accepts constructive feedback; Maintains confidentiality and upholds ethical standards; Assesses own skills and identifies areas of improvement; Sets and achieves goals and works independently; Manages time effectively and completes assignments in a timely manner; Balances priorities and manages multiple tasks and projects.

**Fostering diversity.** Understands and embraces the differences that individuals, participants and staff bring to Family Connections; encourages and fosters the unique contributions and varied talents of diverse groups and individuals; Values, develops, nurtures, uses, and celebrates group and individual diversity; Removes barriers to participation and facilitates inclusion; Strives to ensure a friendly and harmonious environment for families and children, volunteers and staff; Treats others in an unbiased manner; Challenges the biased behavior of others.

**Judgment; problem solving and conflict management.** Uses discernment to evaluate each situation and determine the best course of action. Identifies important interrelationships related to a problem and solution; Supports decisions or recommendations with data and/or reasoning; Shares problem solving and supports and follows the problem solving solutions development by others; Anticipates, prevents and resolves conflicts while maintaining productive working relationships; Distinguishes between disruptive conflict and constructive differences; Identifies common interests to resolve differences and facilitates conflict resolution; Recognizes boundaries and does not participate in conflicts that are not theirs to manage.

**Required Qualifications**

**Education, Training and Experience**

High school diploma or equivalent with a minimum of 2 years of grant writing and event planning experience required; bachelor’s degree preferred. Experience within the nonprofit community as a fundraiser, event planner, or grant writer strongly preferred.

**Knowledge, Skills, Abilities and Personal Characteristics**

High energy personality with strong externally-facing communication skills. 
High degree of discretion in the management of confidential information. 
Strong written communication skills. Proficient at grant writing. 
Event planning experience strongly preferred. 
Working knowledge of budgets, excel and tracking fundraising goals. 
Strong organizational skills, along with time management and task management skills. 
Experience working with volunteers – grassroots and board. 
Ability to navigate a donor database, particularly Donor Perfect and Raiser’s Edge. This includes entering data, running basic queries, entering contact notes and tracking giving metrics. Proficient in Microsoft Office tools such as Word, Outlook, PowerPoint, Excel.

**Working Conditions**
Ability to work both in a sitting and standing position. Ability to attend external community events that may require sitting, walking and/or standing. Ability to drive to community events and donor meetings.