



## **GECRC Development Manager**

### **Position Description:**

The Development Manager plays an important role in executing the GECRC mission, including our commitment to raise 100% of our budget through philanthropy. The Development Manager supports the development function to ensure that we have adequate financial support from individuals, foundations and corporations and that all fundraising and communications activities align with the vision, mission, culture and values of GECRC.

### **General Responsibilities:**

Reporting to, and in partnership with the Executive Director, the Development Manager is responsible for building and executing the annual Development Plan and ensuring accurate and timely tracking of donations and donor relations in GECRC's donor database system. General duties include managing and implementing fundraising efforts, supporting the effort to build strong and successful donor and community relationships, maintaining communications with donors, supporters and relationship managers and collaborating with Board members and staff to effectively execute fundraising events and appeals.

### **Specific Responsibilities:**

*Annual Fund (including Major Gifts and Events) – 40%*

- Assist with identification, cultivation, solicitation and stewardship of donors, including those identified as major gift prospects.
- Support the Board's efforts in identifying, cultivating, soliciting, acknowledging and stewarding donor prospects.
- Conduct prospect research with a focus on generating new potential major donors.
- Coordinate donor relationship manager assignments for lay and professional staff and motivate all parties to complete assignments.

- Execute the planning and implementation of select fundraising and stewardship activities such as Giving Tuesday, the annual appeal, donor and volunteer appreciation events, community events and other initiatives as identified in the Development Plan.

#### *Event Management – 30%*

- Support the planning efforts related to fundraising, friendraising, and volunteer acknowledgement events, working with committee chairs and committees to implement all aspects of the event.
- Manage and execute event logistics for all fundraising related events.

#### *Grant Program Management – 10%*

- Serve as primarily liaison to contracted grant writer and provide administrative support to grant-related submission and reporting activities as needed.

#### *Development Operations – 10%*

- Ensure all administrative aspects of the Development function are conducted accurately and in a timely manner including, but not limited to:
  - Maintaining up-to-date donor information
  - Tracking and acknowledgement of gifts
  - Fulfilling grant requirements
  - Satisfying stewardship and sponsorship commitments
  - Instituting efficient methods of communicating with donors
  - Work directly with administrative staff responsible for the implementation and maintenance of donor database, data entry, and gift processing.
  - Collaborate with, train and support the activities of program staff as related to development responsibilities.
- Collaborate with, train and oversee the activities of program staff as related to their development responsibilities.

#### *Planning and Reporting – 10%*

- Create an annual Development Plan in collaboration with the Executive Director outlining all fundraising, stewardship and communication activities and estimated revenue generation from each.
- Generate an annual Development Calendar aligned with the annual Development Plan.
- Meet regularly with, and provide staff support to the Fundraising Committee.
- Generate donor lists, reports and analysis as needed.

- Provide reports as needed to the Executive Director and/or Fundraising Committee for inclusion in the Board report.

### **Qualifications:**

- Bachelor's Degree or equivalent experience
- Minimum of 3 years fundraising experience, preferably for a small non-profit
- Superb written, verbal and interpersonal skills
- Excellent attention to detail
- Strong time management skills and flexibility with job duties
- Creative, self-starter with ability to multi-task various responsibilities
- Organized and inspiring team leader
- Knowledge of the principles, ethics and practices of successful fundraising concepts and appropriate solicitation techniques
- Proficiency in G Suite and Microsoft software
- Proficiency in donor database Giftworks software, or comparable donor management system
- Expertise in communications design and social media platforms

### **How to Apply**

Please send cover letter, resume, and two-three references to [lharding@gecrc.com](mailto:lharding@gecrc.com)

### **Statement of Nondiscrimination**

GECRC is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, creed, color, sex, age, religion, sexual orientation, disability, or national origin. GECRC utilizes only job-related criteria in making decisions concerning applicants and employees.