

**POSITION:** Development Manager

**REPORTS TO:** Director, Development, Marketing & Community Engagement

**POSITIONS SUPERVISED:** Development Associate

**FLSA STATUS:** Exempt

**OVERVIEW:** Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 63 and a $6.5 million annual budget. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. As a staff, we work towards achieving our organizational vision - an equitable workforce system where racial income gaps have been eliminated and everyone, especially those most affected by systemic racism, has access to family-sustaining wages and quality jobs

**POSITION OVERVIEW**: Development Manager partners with the Director of Marketing, Development & Community Engagement to drive overall donor strategy including fund development; grants, moves and volunteer management; and special events.  They oversee and build relationships with donors and prospects to maximize financial donations and help Towards Employment achieve its organizational and strategic goals.  This position is part of the Management Team and manages 1 staff member.

**RESPONSIBILITIES**

**Fund Development (50%)**

* Responsible for day-to-day oversight and support of the Development Associate who
  + Ensures data entry is accurate, up to date and reconciled with finance
  + Produces database reports and analyze donor trends.
  + Ensure timely acknowledgment and follow up with donors through print, telephone, and/or email.
* Help secure $2.1M of institutional support on an annual basis from foundation and corporate grants and sponsorships.
* Manage an institutional and individual fundraising plan that is managed in DonorPerfect and reported on regularly to evaluate progress and success.
* Seek out and analyze data to inform development strategy.
* Conduct regular prospect research to grow institutional portfolio by a minimum of 5 new funders annually.
* Implement acquisition strategy to diversify individual giving profile by growing a Capacity Campaign portfolio of 30 donors a year over the next three years.
* Grants management: Maintain grants calendar and digital folders (reports, correspondence, grant agreements/requests); communicate upcoming deadlines to program and finance team; submit organizational grant reports and applications as needed.
* Moves management: Co-lead moves management process, tracking what it takes Towards Employment to bring in donors, establish relationships, and renew contributions.

**Volunteer Management (20%)**

* Lead all volunteer efforts for Towards Employment:
  + Develop/implement/track volunteer onboarding/training/project matching processes across departments, including corporate done in day projects
  + Develop volunteer engagement and retention strategies
  + Serve as staff and board liaison for the Towards Employment Young Professional’s Group

**Special Events (30%)**

* Provide project management for annual event; working with Development team to coordinate and track fundraising activities and logistics
* Special projects as needed by the Chief Executive Officer or Director of Marketing, Development & Community Engagement

**QUALIFICATIONS**

* Bachelor’s degree (or equivalent work experience in fundraising)
* At least 5 years of comparable experience working with institutional and individual donors
* Meticulous record-keeping skills and detail-oriented approach
* Experience working in a fast-paced environment while maintaining high personal standards for the quality of output
* Highly professional demeanor with the ability to work successfully with a wide array of constituents, including donors, board members, volunteers, program staff and other stakeholders
* Aptitude with DonorPerfect (or comparable CRM), Microsoft Word, Excel, Outlook, and PowerPoint

**Competencies**

Success in this position also requires:

* ***Detail Orientation –*** Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
* ***Relationship Building*** ***–*** Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial, and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.
* ***Confidentiality and Discretion –*** Ensures a high level of discretion at all times, on all matters.
* ***Communications Champion –*** Outstanding ability to effectively communicate with others, internally and externally; seeks clarification as needed to ensure expectations are clear and work product is on point.
* ***Flexibility –***Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
* ***Schedule Flexibility –*** Able work or attend events outside of traditional work hours or on weekends.
* ***Social Justice and Racial Equity Advocate –*** Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

**BENEFITS**

Towards Employment offers competitive benefits including employer subsidized medical, prescription drug, vision and dental insurance; matching traditional and Roth 401k; life and disability insurance. Voluntary benefits include: HSA and FSA savings accounts, accident, critical illness and hospital indemnity insurance and dependent life insurance. Also employees receive paid vacation, 10 sick days plus 13 paid holidays annually.