



## **Job Description**

### **Position: Development Manager**

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral, occupational and physical therapy and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Development Manager (DM) is responsible for conceptualizing, creating, communicating, implementing, and evaluating most aspects of the Fund Development Plan for Old Mill Center for Children & Families (OMC). They work closely with the Executive Director (ED) and Board of Directors. This responsibility will be carried out primarily by successfully implementing the major fundraiser, managing donor acquisition and ongoing donor relationships, and managing all administrative aspects of OMC's development activities as agreed in the annual Fund Development Plan. The DM is expected to determine the most effective, efficient, and sustainable methods for taking assigned projects to successful outcomes, measuring effectiveness, advocating for the required resources, and effectively communicating plans and methods to the ED, and any staff members, board members, volunteers, or other agency supporters involved in carrying out the activities. In addition to regular projects, campaigns and administrative duties and assigned projects, the DM will work closely with the ED and a development assistant on all donor and community communication and liaison to the local community of supporters and donors of OMC.

### **Qualifications:**

- Associate's or bachelor's degree in public relations, communications, or related field
- Minimum of three years of experience in an administrative position, preferably in a social service and/or nonprofit fundraising or development setting

- Excellent interpersonal skills and the ability to nurture and maintain relationships with diverse stakeholders in varied conditions
- Ability to communicate with impact through verbal and written means and in group settings
- Excellent computer skills, including proficiency in Word, Excel, and PowerPoint, as well as database management or maintenance experience with high level of attention to detail
- Experience with specialized software in two areas preferred: (1) nonprofit donor development and information management applications (e.g. Razors Edge, Greater Giving Events); (2) graphics and/or page layout applications (e.g. Publisher, Adobe products)
- Great sense of humor is a major plus 😊
- Ability to plan in a team context and carry out work on projects independently
- Superb planning and process management, with the ability to measure performance against goals
- Strengths in organizational skills and ability to attend to and follow through on details on planned timelines
- Ability to lift 25 pounds
- Able to walk, stand, lift, bend, twist, and stoop 25% of time
- Flexibility in planning and implementing work schedules that match the needs of OMC public relations and fundraising events, including shifting some time to evenings and weekends as necessary

**Responsible to Whom:** Reports directly to the Executive Director.

**Time Commitment: 0.85 – 1.0 FTE overall:**

- December – May Full-Time (40 hours/week)
- June – November .70 (28 hours/week)/ full-time negotiable

**Responsibilities:**

**Donor Development:**

- Assigned roles in implementing annual plans for increased individual and corporate giving, including identifying and cultivating relationships with potential new OMC

donors and working with board members and volunteers to engage potential and existing donors in the work of OMC

- Management of appeals and other donor activities
- Regular and ad hoc reporting to ED and Board on fund development activity
- Lead role in maintaining and updating donor records, including non-financial information. Data entry can be delegated to volunteer staff.
- Timely processing of donations received, donor acknowledgements, and communication of donation information to ED or Board members for personal thank you contacts
- Oversee work of development assistant in communicating outputs and outcomes to donors and funders.

**Public Relations & Marketing:**

- Schedule, coordinate, and lead tours of OMC
- Support the production, updating, and cataloging of OMC brochures, displays, invitations, newsletters, direct mail and email appeals, and multimedia resources as needed
- Oversee OMCs electronic and social media presence

**Sponsorship Seeking:**

- Lead the effort in securing sponsorships for major OMC events, including the annual auction, raffle, luncheons, music recitals, and other public events in partnership with event committees and the ED to achieve annual targets

**Special Project & Event Management:**

- Work closely with ED and event committees to plan to fundraise events, including creating budgets and soliciting creative input to make events unique and fun for participants
- Lead role in coordinating personnel and other resources involved in implementing fundraising events, including organizing and delegating assignments to staff, volunteers, and board members
- Manage and carry out complex administrative tasks required for success of fundraising and publicity events, including guest lists, seating arrangements, equipment rentals, catering arrangements, decorations, etc.

- Identify and procure materials, resources, and talent to promote the success of OMC events

**Volunteer Management:**

- Supervises the Volunteer Coordinator who manages volunteer recruitment, appreciation and support across all OMC activities.
- Lead and cultivate volunteers who support and enhance OMC’s development activities.

I have received, reviewed and fully understand the job description for the Development Manager position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

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Employee Signature

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Date