



Job Description

Development Manager

The Durham Center for Senior Life Development Manager plans, designs, implements, and manages fundraising and communication activities to fulfill the mission of the organization. The Development Manager will demonstrate organizational and operational excellence in leading development initiatives.

Responsibilities shall include:

- Collaborate with the Executive Director and Board Development Chair to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Lead, implement, and manage annual giving appeals using direct mail, email, and digital communication to acquire, retain, and engage donors.
- Oversee the management of the donor database to include managing and developing the donor database, ensuring donation acknowledgments, donor stewardship, donor cultivation, and donor retention.
- Plan, manage and execute fundraising events throughout the fiscal year.
- Plan and coordinate Donor-Centric and community events that engage supporters.
- Cultivate and maintain strong relationships with donors, sponsors, volunteers, and community stakeholders.
- Steward and oversee portfolio of recurring donors, donor walls and Legacy Club.
- Actively manage grant prospecting and grant proposals.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitors and evaluates all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund-raising processes are carried out in a timely manner.
- Collaboration with the Executive Director and department team in the tasks of preparing and submitting grant applications and submitting grant reports, as needed.

- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization. Identify and develop corporate, community and individual prospects for the organization's fundraising priorities.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Coordinate in-kind donations and manage the process of issuing receipts.
- Monitor expenses and analyze budget reports on fund development and recommend changes, as necessary.
- Foster an understanding of philanthropy within the organization.
- Coordinates a donor recognition program.
- Gain knowledge of the constant contact process
- Assist with photography for the center.
- Attendance at occasional special events or training.

Organizational Relationship:

The Development Manager reports to the Executive Director.

Supervises:

This position supervises the Development Associate and the Lead Communications Specialist.

Employment Qualifications:

The Development Manager must have a college degree and at least three years of successful fundraising and community outreach experience. Must have knowledge of fundraising management and legislation governing fundraising. Must be computer proficient with training and experience in Microsoft Office Suites and donor database software. Must be highly organized and able to work with others. Must have access to a vehicle and possess a North Carolina Driver's license, insurance, and a clean driving record.

Must be demonstrate maturity, the ability to communicate effectively in English, both oral and written, to provide leadership and supervision to professional, technical, and related program staff, to manage change and to develop short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

Certified Fund Raising Executive (CFRE) designation is preferred

This is an Exempt position.

Please provide salary requirements with your resume.

Benefits:

- Medical

- Dental insurance
- Vision insurance
- Life insurance
- Flexible Spending
- 401(k) eligible after 1 year of service
- Aflac options
- Paid time off

Schedule:

- 5-day work week

Education:

- Bachelor's (required)

License/Certification:

- Driver's License

Work Location:

- DCSL Main Center

Work Remotely:

- No. Work in person is required. 1 Remote Day is a possibility.

Company's website:

- www.dcsInc.org