



Position: Development Manager – Annual Giving

Reports To: Director of Development

Education: Bachelor's degree

Relevant Work Experience: 3-5 years' experience

Schedule and Status: Full-Time

Salary: Competitive and Negotiable

Overview: The Development Manager is a full-time salaried position reporting to the Director of Development. The Development Manager is responsible for assisting the organization in reaching its overall fundraising goals including being the lead staff for annual giving, foundation grant writing, stewardship and cultivation of individual gifts under \$1,000, oversight of the corporate partnership program and support of overall annual giving campaign needs. The Development Manager also participates in prospect identification and donor research. This position works with the other Development staff and the Communications team to identify opportunities for partnership. The Development Manager is the staff lead for RMHC CTX's young professional group, Friends of the House (FOH). As a member of the Development Team, the Development Manager supports all organizational special events.

Essential Functions:

Donor Development:

1. Responsible for \$1–\$999 annual donors including cultivation, stewardship, retention, and expansion.
2. Responsible for grant writing and foundation relationships including research, application, tracking and reporting.
3. Work with the Director of Development and the Development team to establish annual financial goals and strategies.
4. Work with the Director of Development to maintain, steward, prospect and create new relationships with corporate and organizational donors throughout the funding area.
5. Act as lead staff for the corporate partnership program.
6. Work in collaboration with the Donor Database Manager to develop and maintain proper procedures and record keeping of donors
7. Identify and secure opportunities to present RMHC CTX's mission to constituency groups.
8. Serve as a member of the Development Committee and provide support as needed.
9. Maintains involvement with external organizations and professional groups that may provide continuing education and connection for relationship building with donors/supporters

Program Support:

1. Act as primary staff liaison for all FOH activities, support the coordination of Leadership Council and bridge RMHC CTX's mission and goals with those of FOH.
2. Support on-going needs of Friends of the House including meeting logistics, organizational structure, calendar management, and fundraising and special event needs.
3. Partner with RMHC CTX team on events supporting Friends of the House, volunteer activities and communications activities.

Special Events:

1. Support staff and volunteers, as needed, to ensure exceptional execution of special events.
2. Attend all events as staff support and assist with tasks as needed.
3. Participate in post event activities including stewardship and evaluating successes and challenges.

