

## **DEVELOPMENT MANAGER HEARTLY HOUSE**

The Development Manager is responsible for implementing Heartly House's relationally focused donor development program with the goal of building long term sustainable unrestricted funding. This is an exempt, full-time (35 hours / week) salaried position that reports directly to the Deputy Director of Heartly House. Salary Range \$67,500 – \$72,800 plus benefits.

### **AREAS OF RESPONSIBILITIES**

Development:

- Responsible for Implementation of Donor Development program, policies and procedures including:
  - Donor Development:
    - Implement, and grow strategic approaches to long term sustainable individual, corporate, and private foundation giving. Current approaches include:
      - Healing Hearts Circle – multi-year, major donor campaign
      - Healing Hearts Business Circle – multi-year major donor campaign
      - Heart to Heart – peer to peer fundraising campaigns
      - Recurring monthly giving program
      - In-kind Contributions
      - Develop, promote, and secure Sponsorship of business and corporate entities.
      - Ongoing Donor Relations
    - Oversee integrity of data capture, management, reporting, and analysis using CRM - currently Charity Proud
      - Use data to make recommendations regarding priorities and potential approaches to donor development and stewardship.
    - Preparation and development of annual report and accompanying materials.
    - Coordinate all donor centered mailings and communications.
      - Write, produce, print, and distribute fundraising material, including letters of inquiry, case statements of need, appeal letters and donor recognition.
  - Department Management:
    - Provide direct supervision to Development team including Development Coordinator and Donor Services Assistant.
    - Donor development strategic planning
    - Annual budget preparation and monitoring
- Other duties and projects as assigned by the Deputy Director

### **Education and Experience**

- Bachelor's degree in Business, Communications, or Marketing preferred.
- Three to five years of experience in non-profit donor development or related business development preferred.
- Minimum of two years of experience managing / supervising staff
- Experience in designing and managing donor development and fundraising campaigns.
- Demonstrated success in the creation and implementation of development strategies.
- Demonstrated success in fundraising efforts.
- Excellent written and verbal communication skills, including the ability to produce and edit effective internal documents.
- Excellent planning, organization, and supervisory, skills and attention to detail
- Demonstrated proficiency in Microsoft Office suite including Word, Outlook, Excel, PowerPoint. Experience with CRM / Donor Data Base
- Understanding of communication methods including print, digital, social media platforms and ability to message clearly in each.
- Successful completion of Heartly House orientation training sessions within probationary period

Please submit your resume along with a cover letter that details the unique skills and abilities you bring to the position and why you are interested in this position, to [Nthrash@heartlyhouse.org](mailto:Nthrash@heartlyhouse.org) Application deadline: October 11, 2023.