National Kidney Foundation, Inc.
Southeast Division
JOB DESCRIPTION

Job Title: Development Manager  Location: North Carolina Region
Reports to: State Director  Wage Category: Exempt/Full-Time
Date Written: 10.12.12  Division: Southeast

Events: NC Kidney Walks and Cadillac Classic Golf Tournament

General Summary

The Development Manager is responsible for the on-going growth and success of NKF fund-raising events - Kidney Walks and Cadillac Classic Golf Tournament in the North Carolina region. The Development Manager will be responsible for all fund-raising efforts and corporate partnerships in order to ensure the success of these events.

The Development Manager works closely with the North Carolina State Director to attain the income necessary to achieve the Regions budgetary goals and mission of the NKF. This relationship should be characterized by effective communication, a positive attitude toward the growth of the NKF, and the achievement of its mission through mutual understanding of goals and development objectives.

Principal Duties and Responsibilities:

Kidney Walk

- Identify, solicit and manage event sponsors, participants, and supporters.
- Oversee logistical requirements for pre and post events and onsite execution.
- Recruit volunteers and provide support to volunteer planning committees.
- Maintain event budgets, financial reports and records.
- Recruit individuals, business and medical professionals, schools, service groups and clubs to support our mission; serve on committees and boards while participating in the events.
- Develop sponsorship proposals for event-related marketing and public relations.
- Meet or exceed net revenue goals
- Work cross-departmentally with other areas in the National Office and Division to ensure the success of these events and create a successful fund-raising strategy.
- Develop innovative methods for the Region to maximize its net income, including ancillary fund-raising activities at events and additional sponsorship opportunities.
- Supervise planning, budgeting, execution and evaluation of each event.
- Perform additional duties as required.
**Golf Tournament**

- Plan and execute NKF Golf Tournament including sponsorship, foursome recruitment, banquet and silent auction.
- Work with committee on corporate and foursome recruitment
- Oversee logistical requirements for pre and post events as well as event day execution
- Work with graphics team to design effective print materials and collateral
- Act as point of contact for all media/publicity related occurrences
- Work with HQ to ensure all national standards are met
- Meet or exceed net revenue goals.

**Minimum Qualifications**

- Bachelor’s degree from an accredited college or university.
- Minimum of 3 years related experience in fund raising with a focus on special events.
- Prior voluntary health agency experience is preferred.
- Proven track record in fundraising and in growing special events.
- Experience recruiting, training and managing volunteers.
- Excellent organization, time management, networking and interpersonal skills.
- Exceptional customer service skills.
- Ability to work as a member of a team while managing deadlines.
- Proficient in Microsoft Office applications, especially Excel.
- Flexible to work weekends and evenings when needed and to travel within the region and state as needed.
- Ability to work independently with limited supervision.
- Ability to lift up to 25 lbs.

**WORKING CONDITIONS, EQUIPMENT USED AND SPECIAL INFORMATION**

Must have unimpeachable integrity and trustworthiness while possessing a high degree of tact, discretion and professionalism. Maintain effectiveness under pressure. Verbal and written communication skills will be used on a daily basis. Competency in use of a multiple-line telephone, personal computer, fax machine, photocopier and other standard office equipment. Ability to lift and transport event supplies and equipment weighing up to 25 lbs. Must have a valid Driver’s license and own an insured vehicle.

**HOW TO APPLY** Resumes should be sent to Donna Giannone at donna.giannone@kidney.org. No phone calls please.