

## Job Description

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### Job Title: Development Manager

Reports to: Executive Director

Type of position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract	Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Hours: <u>40 hrs/week</u> <input checked="" type="checkbox"/> Varies <input type="checkbox"/> Scheduled <input type="checkbox"/> On-Call
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### Job Purpose

The position supports the Executive Director to plan, grow, promote, and implement the overall strategies for fundraising programs and initiatives including but not limited to campaigns, events, social media, and marketing. This role is responsible for developing and implementing all internal and external communication, including written and digital materials. The evaluation and utilization of donor management software, virtual donation platforms and other technologies are also important to this role.

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### Allocation of Time

Performance is measured by observation, correspondence, written documentation, and based on bottom line results as follows:

- Development, Events and Fundraising – 40%
- Communications – 40%
- Development Strategy and Planning – 10%
- Gift Processing & Database Management – 10%

### Summary of Duties

Below is a summary of major duties and responsibilities of the Development Manager. He/she may perform other duties, both major and minor, not mentioned below. Specific responsibilities may change from time to time at the discretion of the Executive Director.

#### Development, Events, and Fundraising

- Manage all aspects of all HHOC events including but not limited to the annual fall luncheon and spring peer-to-peer events
- Assist with logistical aspects of all fundraising initiatives including but not limited to donor management and 3rd party events

- Represent HHOC to various audiences and community events in a professional manner that consist with the image and mission of the organization
- Support the ED to execute a comprehensive fundraising/development plan to sustain and increase charitable funding.
- Identify and network with corporations, community groups, schools to engage their support in HHOC fundraising campaigns
- Seek opportunities for professional growth and development
- Manage the HHOC's Young Professional group
- Support overall development efforts related to:
  - Adhering to Timelines
  - Department budget
  - Funding proposals and grants
  - Identifying potential sources of funding
  - Accurate record-keeping/data management
  - Donor database

### **Communications**

- Manage and update the content on HHOC's website
- Manage the content and design/layout, printing, and distribution of all promotional, marketing and communication materials
- Ensure consistent use of narratives, messaging, and branding across the organization and with partner agencies
- Assist HHOC staff with presentation support
- Develop and implement a plan that builds media relationships and actively seek out media opportunities
- Write and Distribute information (press releases) to the community and broader public through multiple media outlets to keep them informed of HHOC activities and achievements
- Manage all HHOC social media channels daily

### **Development Planning and Strategy**

- Support the ED to execute a comprehensive fundraising/development plan to sustain and increase charitable funding.
- Develop and coordinate an annual marketing and communication plan with the ED to support HHOC's outreach efforts
- Manage multiple streams of revenue including but not limited to individual/corporate giving, grants, special events, direct marketing, and peer-to-peer campaigns

### **Gift Processing & Database Management**

- Assist in tracking and recording all donations and gifts via donor database
- Update and maintain constituent information via donor database
- Generate reports as needed for Executive Director
- Research and implement best practices of gift processing and database management

### **Perform other duties as assigned**

## General Responsibilities

- Adhere to all policies and procedures of HHOC
- Strong judgment and decision-making abilities
- Ability to work with minimal oversight to manage deadlines and due dates
- Able to manage time wisely to meet goals
- Carries out tasks completely
- Understands the importance of customer service skills
- Takes initiative
- Flexible to work evening, weekend hours as needed
- Contributes to the team as a whole
- Adaptability
- Strong communication skills

## Qualifications

The following qualifications are the minimum requirements necessary to adequately perform the job. However, any equivalent combination of experience, education, and training that provides the necessary knowledge, skills, and abilities will be acceptable; subject to any legal and/or regulatory requirements.

### Position Requirements

- A Bachelor's degree is required
- A minimum of two years of marketing, communications, social media management and event experience
- Excellent writing ability including proofreading and editing skills
- Valid driver's license and proof of automobile insurance required
- Must have access to reliable transportation
- Availability to work a flexible schedule as needed for meetings and events (which may include nights and weekends)
- Demonstrates strong communication skills both written and oral; must be able to communicate clearly in writing, orally, and electronically
- Must be proficient in MS Office product suite
- Must be computer savvy and comfortable learning new systems
- Emotionally resilient; ability to work unsupervised; highly self-motivated
- A person in this position must be able to multi-task, problem solve, perform accurately and efficiently under pressure
- Must have strong organizational skills and pay close attention to detail
- Able to relate well to a wide range of individuals and foster appropriate professional relationships
- Able to work independently and produce visible results
- Able to work under pressure of meeting financial goals and deadlines
- The physical demands for this position are as follows; regularly required to sit, speak and hear, stand and walk. Must occasionally lift and /or move up to 40 pounds.