

Development Manager – Charlotte or Raleigh

National Nonprofit

Position Summary

As a member of this national organization, you'll work in an environment that values collaboration, innovation, diverse perspectives, and most of all a relentless resolve.

Our client has an exciting opportunity to join our Development team as a Development Manager. The **Development Manager**, is an ambassador for the organization, always striving to engage participants and volunteers with the mission.

The Manager is responsible for the implementation of the local operational plan and will manage an event portfolio of participants and teams in order to achieve fundraising goals and ensure a positive event experience. Strong relationship building skills, a positive, can-do attitude, and a commitment to working as a team are essential for success in this role.

This position reports to the Sr Director and will collaborate closely with the local event production and volunteer engagement staff supporting events.

Implement campaign strategies to retain, grow and recruit participants for assigned events

- Working with Development leadership executes operational plans that focus on acquisition, retention and cultivation of top fundraisers, teams, participants, sponsors, etc.
- Manages mid-level portfolios that include teams, top fundraisers, participants, sponsors, volunteers, etc.
- When applicable; coaches, develops and supervises market staff
- Collaborating with the Development team accelerates revenue growth by ensuring each market has a strong event experience, including all VIP level recognition. Works in collaboration with the logistics team (in-house or outsourced).
- Collaborate with the market staff to implement successful team fundraising and recruitment weeks to maximize these efforts.
- Regularly monitor the performance of fundraising portfolio to ensure timely responsiveness to new registrants, to recognize fundraising and recruitment milestones and to maximize retention.
- Leverage mission related resource to engage participants during the year and motivate increased fundraising.
- Steward top fundraisers and team captains year-round with mission focus and gratitude.
- Other duties as assigned.

Staff Supervision

- Responsible for the hiring, onboarding, and continued development of direct reports
- Conduct regular check-ins to monitor progress, provide feedback, and offer guidance and support where needed to ensure staff is fully supported in their role
- Ensures staff have the tools, knowledge, and resources necessary to perform job duties effectively as well as opportunities for professional development

- Coach and collaborate on goal-setting and professional development plans and conduct formal and informal performance conversations
- Hold staff accountable to the cultural values of the organization and ensure they follow the operating principles

Facilitates Volunteer Engagement for fundraising and event experience in the assigned event revenue portfolio

- Cultivates volunteers, seeks and provides feedback and shares opportunities for reciprocal growth and learning.
- Collaborates with key staff to maximize engagement and results of committees to increase outreach, acquisition and awareness
- Encourage volunteer involvement on the part of teams and participant's connections to enhance the efforts and expand team/participant engagement
- Other duties as assigned.

Qualifications

Minimum Education:

- Bachelor of Arts or Science preferably in non-profit management, Public Relations, Communications, Marketing and/or Business
- 8 years in event management and building relationships will be accepted in lieu of degree.

Minimum Experience:

- At least 4 years of related experience, preferably in non-profit fundraising, events, or volunteer management
- Ability to manage multiple priorities and build strong relationships.
- Must be a strong team player
- Professional demeanor; excellent written and verbal communication skills
- Commitment to the mission, vision, cultural values, and expectations of the organization.

Technical/Other:

- Proficient in Microsoft Office Suite: Word, Excel, Outlook
- Competency to work with multiple data systems and tools
- This position will be required to drive/travel on official business. Candidate must possess a valid driver's license, proof of insurance, and reliable transportation. The client does run motor vehicle checks for all positions which require driving and the applicant must meet our guidelines

Estimated hiring compensation range for this role is \$54,000-\$57,000 annually. Final offers will be based on candidate geographic location and consider career experience and may vary from this range due to these and other factors.

The organization is a highly competitive, comprehensive benefit package to employees. These benefits include a considerable Paid Time Off Plan; Paid Holidays; 401k Retirement Savings Plan with Organization match; Educational Reimbursement Plan; Professional Development Assistance; Commuter Benefit Plan; Flexible Work Arrangement Options; Comprehensive Health & Welfare benefits including Medical, Dental, Vision, Flex Spending Accounts, Life

Insurance, Disability Coverage, Life Assistance Plan as well as additional voluntary benefit offerings.

We committed to building a diverse and inclusive workforce. We strive to create a workforce that reflects the communities we serve and where everyone feels empowered to bring their authentic selves to work.