



POSITION DESCRIPTION

TITLE: Development Manager
REPORTS TO: Executive Director
SALARY GRADE RANGE: \$48,000-\$68,000

POSITION SUMMARY:

The Development Manager is a key member of our fundraising team working to ensure the long-term sustainability of the A Kid Again – Central Carolinas chapter. Based in our chapter office in Charlotte, NC, this full-time position reports to the chapter Executive Director and is responsible for securing philanthropic support through corporate and individual donor solicitations, as well as special events. This position offers the opportunity to become deeply engaged with the fund development for this rapidly growing chapter of A Kid Again.

ABOUT A KID AGAIN:

A Kid Again fosters hope, happiness, and healing for kids with life-threatening conditions and their families. We do this through our Adventures – cost-free, care-free visits to amusement parks, sporting events, museums, holiday parties, and much more. We are condition agnostic – any child, birth to age 20, with a life-threatening condition can enroll for free with A Kid Again. As a family-focused mission, we serve the entire family, including parents and siblings, so that they can all take a time-out from the stress, anxiety and trauma that a life-threatening condition can cause.

The Central Carolinas chapter is one of the fastest growing chapters in the United States. The chapter is currently serving over 1,900 enrolled families (over 8,700 individuals) with our impactful mission.

ESSENTIAL FUNCTIONS:

- In collaboration with the chapter Executive Director, set annual goals and fundraising strategies for the chapter.
- Build relationships with individuals and companies to align their giving priorities with program and fundraising objectives of the Central Carolinas chapter.
- Work with the organization's grant writer to prospect, prioritize and develop requests to submit to new and existing supporters within the Central Carolinas market.
- Manage the chapter's fundraising events by developing committees, securing sponsorships and donations, acquiring auction items (when appropriate), and coordinating event logistics.
- Build relationships with community and government leaders to enhance A Kid Again's brand and secure funding.

- Manage an active donor portfolio, submitting regular requests for support, stewarding relationships, and tracking activity in the organization's donor database (moves management system).
- Support chapter programs as an opportunity to invite and engage donors to see the mission in action. This will require evening and weekend availability.

BACKGROUND/EXPERIENCE:

- Bachelor's degree or equivalent combination of education and experience (nonprofit preferred).
- 3-5 years of non-profit fundraising experience with success in:
 - o Developing fundraising plans and strategies
 - o Prospecting, cultivating and stewarding relationships
 - o Launching and executing fundraising events
 - o Working with high-level leaders and companies in the community
 - o Developing and engaging committees

NECESSARY SKILLS:

- Requires good communication, relationship building and organizational skills.
- Strong computer skills, particularly with experience working in Raiser's Edge/Blackbaud (or other donor database) and Microsoft Office. Adobe and/or Canva experience a plus.

The preceding job description has been written to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. A Kid Again, Inc. is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, gender, sexual orientation, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.