

# Job Description: Development Manager

**Job Title:** Development Manager

**Organization:** Center for Prevention Services (CPS)

**Location:** Charlotte, NC, in-person with hybrid option

**Job Type:** Full-time

**Salary Range:** \$75,000 - \$100,000 (commensurate with experience and proven record of success)

## Overview

The Development Manager will be responsible for leading and implementing the organization's fundraising efforts, with a focus on diversifying revenue streams beyond federal, state, and local grants. This position is not a grant-writing position. We have highly skilled grant writers on our team already. The Development Manager will be responsible for cultivating and building relationships with individual donors, foundations, and corporate partners, as well as planning and executing key fundraising events. This position plays a critical role in developing and growing a culture of philanthropy that supports the mission and strategic goals of the organization. We are particularly looking for individuals with development experience and strong connections in the Charlotte metropolitan region.

The Development Manager will supervise one employee initially and may supervise others as the department grows.

## Key Responsibilities

- **Fundraising Strategy & Implementation**
  - Develop and implement a comprehensive fundraising plan to diversify revenue streams, including foundation grants, individual giving, corporate sponsorships, and special events.
  - Set annual fundraising goals in collaboration with leadership and monitor progress toward achieving these goals.
  - Identify and research potential funding sources, including foundations, corporations, and major donors.
- **Donor Cultivation & Stewardship**
  - Build and manage relationships with individual donors, foundation representatives, and corporate partners.
  - Develop and implement a donor stewardship program to ensure donors feel valued and informed about the impact of their support.
  - Create and manage donor communications, including appeals, thank-you letters, and impact reports.

- **Event Planning & Management**
  - Plan and execute fundraising events, including an annual fundraising event, to build awareness and generate revenue.
  - Develop event budgets, coordinate logistics, and oversee vendor relationships.
  - Lead event promotion and manage guest lists to ensure successful turnout and engagement.
- **Marketing and Communication**
  - Develop compelling event marketing materials to drive ticket sales and sponsorships.
  - Manage communications with donors, partners, and stakeholders.
- **Data Management & Reporting**
  - Maintain accurate and up-to-date donor records in the organization's CRM/database.
  - Track and analyze fundraising data to measure success and identify areas for improvement.
  - Prepare regular reports on fundraising progress for CEO, leadership team, and board of directors.

## Minimum Qualifications

- Minimum of 3-5 years of experience in fundraising and development.
- Experience in leading fundraising efforts for a nonprofit organization with a budget of \$1 million or more.
- Proven success in building and maintaining relationships with business leaders, philanthropic organizations, and community members in the Charlotte-Mecklenburg metropolitan area.
- Strong marketing skills with experience promoting organizations, programs, and events across various platforms. **Samples required.**
- Demonstrated experience in achieving fundraising goals through individual philanthropic giving, building relationships with charitable foundations, and managing fundraising events. **References requested.**
- Experience planning and executing fundraising events, including securing sponsorships, managing logistics, and "party planning" aspects. Proven record of success in achieving attendance and philanthropic support goals at these events. **Photos and details requested.**
- Exceptional organizational skills and ability to work independently while providing regular updates to leadership.
- Availability to work flexible hours as needed to attend community events, build networks, and expand the reach of the organization into business and philanthropic spaces.

## Preferred Qualifications

- CFRE (Certified Fund-Raising Executive) credential or equivalent.

## Compensation & Benefits

This is a full-time position. The starting salary range is \$75,000-\$100,000 per year, commensurate with years of experience and proven success in raising substantial funds for mid-sized to large nonprofit organizations, preferably in the Charlotte metropolitan area.

The Development Manager will have the ability to grow the development department significantly over the coming years. Salary increases will be tied to specific performance goals.

Center for Prevention Services provides a strong benefits package including the following:

- A platinum level health insurance plan that is 100% funded by the employer with the option to buy up to a richer plan.
- Employer funded short-term disability insurance.
- \$50K in employer funded life insurance.
- A 401k retirement plan with up to a 6% employer match.
- Three weeks of paid time off in years 1-4. Four paid weeks after 4 years.
- Generous paid holiday schedule.

## Application Requirements

Interested candidates should submit the following:

1. Resume highlighting relevant experience.
2. References showcasing successful fundraising and event management.
3. Samples of event marketing materials and photos/details from past fundraising events.

Please send your application to [diez@preventionservices.org](mailto:diez@preventionservices.org) by April 30, 2025 with the subject line: **Development Manager Application - [Your Name]**.

## About the Center for Prevention Services

The Center for Prevention Services ([CPS](#)) is a nonprofit organization dedicated to empowering communities through education, advocacy, prevention and harm reduction strategies. Located in Charlotte, NC, CPS focuses on initiatives that drive meaningful change and promote healthier communities.

Center for Prevention Services is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity.