**Development Manager**

Part time, 25 hours per week, flexible hours.

Salary: $26,000 - $30,000, commensurate with experience

Anticipated start: immediately

For consideration, please send resume and cover letter to [northmeckclt@gmail.com](mailto:northmeckclt@gmail.com)

**About North Mecklenburg Animal Rescue**

##### Founded in 1996, North Meck is a nonprofit, no kill animal rescue based in Charlotte NC., helping to end pet abandonment, abuse and neglect. We currently are up fitting a new shelter located off of N. Tryon St. between NODA and Camp North End where we will be able to help more than twice the number of homeless dogs.

##### Position Summary

##### The Development Manager will foster a culture of philanthropy within the organization by leading and implementing strategies to grow contributed revenue. In this role, the Development Manager will lead the annual fund, corporate sponsorships, grant writing and will work closely with the Executive Director in fundraising and stewardship activities.

##### Essential Functions

* Create a comprehensive annual development plan to accomplish fundraising goals and procedures for implementation.
* Create communications plans for annual campaigns, including direct mail, social media posts and e-blasts.
* Research individuals, foundations and corporate prospects to identify new funding sources.
* Monitor program budgets to ensure philanthropic dollars are being used in accordance with donor intent.

**Knowledge, Skills, Abilities**

* One or more years’ experience in fundraising
* Bachelor’s degree
* Adheres to the Association of Fundraising Professionals’ Code of Ethics and “Donor Bill of Rights”
* Sophisticated computer skills including CRM/database experience (Word, Excel, Outlook)
* Excellent interpersonal, public speaking and written communication
* Proactive approach to work, ability to demonstrate ownership of tasks.
* Well-organized with exceptional attention to detail, yet flexible enough to meet evolving priorities.

##### Help establish performance measures, monitor results and evaluate the effectiveness of the philanthropy program.

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