**Title: Development Manager (Fundraising & Communications)**

**Location: Charlotte, NC**

**Reports to: Sally Langan, Associate Executive Director**

**Direct reports: none**

**Date: December 2022**

**Summary**

Are you an amazing fundraiser with an aptitude for communications/marketing**?**  The Development Manager (Fundraising & Communications) role at JDRF is an opportunity to join a strong Chapter team reporting to the Associate Executive Director and working closely with local and Chapter leadership, regional and national teams, and an outstanding group of volunteers to increase the reach and impact of the Chapter.  Covering all markets in North Carolina, the Development Manager is an integral member of the team, increasing the efficiency and effectiveness of fundraising and chapter operations. This includes managing, evaluating, and expanding cultivation opportunities and communications. The Development Manager is responsible for overseeing key components of JDRF’s signature events program, including the live and silent auctions, and will be the relationship manager for Committees supporting these events and functions. Additionally, this position is responsible for overseeing the chapter’s marketing and communications efforts.

The position is based in Charlotte, NC and is currently a hybrid work model reporting to the office 2 days a week.

**Responsibilities**

* Collaborates with local staff as well as national/regional staff resources to ensure the Chapter’s growth and success.
* Identifies, builds, and stewards relationships with community, civic and corporate leaders as an integral part of volunteer and donor engagement.
* Leads and/or supports fundraising and other mission activities designed to increase the identification, education, cultivation, and stewardship of fundraisers, donors, participants, and volunteers.
* Strategically and consistently utilizes CRM data management tool to maximize efficient and effective moves management of donor pipeline.
* Oversees the Chapter’s Marcom committee, including recruitment, engagement and retention of committee members.
* Manages chapter website, emails, e-newsletters, and social media accounts.
* In partnership with the Associate Executive Director, will manage the direction of the Charlotte Hope Gala, including committee recruitment and management.
* Oversees the chapter’s procurement efforts for the gala including the recruitment and management of volunteers to assist in these efforts.
* Supports the Charlotte One Walk by managing a portfolio of teams and coaching them to meet their fundraising goals.
* Assists with event planning and execution of the Charlotte One Walk and Charlotte Gala.
* Must be a team player who can achieve individual objectives and support those of the entire chapter team.
* Supports other fundraising events, chapter activities and programs as assigned.
* Ensures personal accountability for meeting deadlines and responding to volunteers and other department requests.

**Qualifications**

* College degree or combination of education and experience
* 4 years of work experience including 2+ years fundraising or relevant business/volunteer experience.
* Strong CRM database knowledge, Salesforce preferred.
* Must be a self-starter, with the ability to collaborate as a team player.
* Strong verbal and written communication. Excellent interpersonal and relationship-building skills.
* Ability to interface with all levels of staff and volunteers.
* Ability to create and manage process that enhances efficiency of staff work while allowing for donor centricity.
* Proficiency in Microsoft Office (Outlook, Word, Excel & PowerPoint)
* Detail oriented.
* Ability to travel within the chapter footprint. Occasional evening and weekend work as needed.