

New Beginnings Hickory

JOB TITLE: Development Manager

The Development Manager (DM) is responsible for planning, implementing and managing comprehensive annual fundraising and development programs to support the operations of New Beginnings Hickory (NBH). Responsibilities include designing, implementing, and managing donor development and annual giving programs, grant writing, special events, and direct mail programs. The Development Manager will also serve as the face of the organization for community functions and is a Full-Time Exempt position that reports directly to the Executive Director and works closely with all staff to develop and implement fundraising strategies. The position requires a highly effective, self-motivated individual with in-depth knowledge of business/corporate sponsors, prospect research, grant writing, direct mail and donor management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- In collaboration with the Executive Director, develop, implement and manage all aspects of the development plan;
- Build an effective development process utilizing the staff, management, and volunteers to meet the annual objectives of the organization;
- Prepare a written annual fundraising plan, based on the fiscal year goals, that includes projection and strategies for achieving the goal of each funding stream to be approved by the Executive Director;
- Promote and support Board involvement in development activities and engage the Board in strategic prospect identification and solicitation;
- Manage direct mail;
- Manage the grant writing process, research new grant opportunities, submit grant proposals that align with current program and budgetary needs, and maintain grant reporting efforts;
- Write fundraising and campaign marketing/messaging copy;
- Provide relevant social media and website content to support development activities in collaboration with the social media coordinators;
- Take lead to develop and plan stellar special events;
- Develop and maintain the CRM Software (Bloomerang) to include providing designated reports and analysis to the Executive Director and the Board;
- Develop, implement, and manage the donor relations process;
- Successfully meet and/or exceed annual financial fundraising goals, develop and generate activity reports outlining progress towards annual fundraising goals;
- Oversee and participate in NBH activities/events, and perform other duties as required;

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE:

- Hold a Bachelor's Degree in Marketing, Communications or a relevant field;
- Minimum of 2 years development experience, including prospect research and development, grants and special events;
- Commitment to the mission and programs of NBH;
- An understanding of the unique needs and resources of those served by NBH;
- Proven track record in securing individual, corporate, and foundation gifts;
- Have the interpersonal skills required to communicate effectively in all forms; and are organized, quick on your feet, possess mature judgement and a superior relationship builder;
- Demonstrated knowledge and successful implementation of major giving acquisition programs through individuals, business and corporations;
- Successfully work in a team environment;
- "Hands-on" individual with the ability to complete projects with minimal supervision;
- Superior attention to detail and the ability to handle multiple projects;
- Initially hands-on work will be expected with the fundraising database, tracking, and reporting system, including prospect research
- Have excellent skills using MS Office and CRM software, or the equivalents;

This exempt full-time position includes competitive compensation based on work experience.

PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or listen as well as stand; and walk. The employee must occasionally lift and/or move up to 50 pounds.

TO APPLY:

We will accept your application through October 29, 2021. If you feel we may be a good fit, please visit <https://www.nbhickory.org/contact/come-work-with-us> for more information and the address to send your resume and cover letter. Please email director@nbhickory.org rather than call if you have specific questions.