

*Working Together Toward Lasting Solutions to Homelessness*

**Job Description**

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| Position: Development Manager | Department: Development |
| Reports to: Executive Director |  |
| **Type of Position:** | **Hours per week:** 32-40 |
| X Full-time □ Part-time □ Temporary  □ Contractor □ Intern | X Exempt □ Non-exempt |

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| **ORGANIZATIONAL DESCRIPTION** |
| Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community.  Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person. |
| **JOB SUMMARY** |
| The Development Manager (DM) will provide leadership to efforts that achieve financial sustainability for AM. A direct report to the Executive Director, the DM is a key part of a team consisting of Development Coordinator, Communications Coordinator, and contract Grant Writer. The DM also works with the Chief Operations Officer (COO), direct services staff, and volunteers with the goal of inspiring the community to join AM through impactful partnerships.  A primary development goal for AM is to attract new donors to support our mission, while cultivating existing donors to higher levels of giving; therefore, the DM will focus on enlarging and diversifying our donor base with a primary focus on individual giving through major gifts as well as initiating and growing a business-focused sponsorship program. |
| **RESPONSIBILITIES**   * **Fund Development** * Assume primary responsibility for enlarging and diversifying AM’s donor base, with a focus on individual giving through major gifts;   + Personally develop relationships with key donors and prospective donors, and coordinate with the Executive Director and board members to do the same.   + Develop a pipeline of potential supporters, through research as well as building on referrals from board members, staff, existing donors, and community partners. * Provide creative leadership in identifying, cultivating and soliciting major individual and institutional gifts, personally soliciting as appropriate. * Manage writing and planning for all appeal letters (print and email) (3-4 annually). * Identify, initiate, and manage sponsorships from community and business partners supporting AM events and programs. * Manage the process of developing quality grant proposals, working as appropriate with Program Managers, the COO, and the contract Grant Writer. * Contribute to the successful production of all annual fundraising and friend-raising events, in-person and online. * Manage opportunities to engage supporters in planned giving opportunities (wills, etc.). * Maintain AM’s online profiles and other reference tools used by individuals and foundations in their donation decision-making (GuideStar, etc.). * Encourage and support board, staff, and volunteers to tell the stories of AM in compelling ways, including the development and distribution of print, electronic, and multimedia collateral materials. * **Development Strategy** * Achieve a thorough understanding of Associated Ministries – our values, history, culture, traditions, communities, programs, services, and constituencies, as well as our governance and staff structures; our financial support, and short- and long-term funding requirements throughout the organization. * Develop performance measures that enable the development team, leadership, and the Board to determine the effectiveness of fundraising efforts. * Develop a budget that will support development efforts, and the organization’s comprehensive fundraising efforts and activities. * Together with the Development Coordinator, support the maintenance of donor and prospect records, gift management systems, and informational reports in AM’s Donor Perfect (DPO) database. Timely and consistent documentation of donor contact and activity information in DPO. * Together with the Development Coordinator, manage a calendar and work plans to assure that development functions are timely, accurate, and comprehensive. * **Communications** * Manage writing and planning for all **newsletters** (2-3 annually in print plus a monthly eNewsletter). * Develop donor acquisition and awareness efforts using social media campaigns. * Work with the Communications Coordinator to integrate fundraising and communications strategies to maximize quantity and quality of materials and outcomes. * Together with the Communications Coordinator, manage the proper use of logos, brand, naming, and recognition opportunities. * **Governance and Strategic Planning** * Support the board’s development and campaign efforts. * Assist in determining development accountabilities for board members and fundraising volunteers. * **Human Resources** * Assist with the selection, supervision and evaluation of professional consultants as needed for grant writing, marketing, event planning, public relations and sponsorship. * Sustain related personal education and professional development. * Comply with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising professionals. |
| **WORK EXPERIENCE REQUIREMENTS** |
| * Minimum of five years progressive experience in fundraising and development in a not-for-profit organization; prior management level experience preferred * Track-record of raising funds from a variety of sources * Demonstrated leadership skills, including ability to think strategically and work collaboratively with diverse partners and funding sources * Proven ability to connect with and align people, organizations, and community partners towards common purpose * Innovative, entrepreneurial spirit * Working knowledge of and experience using electronic media, including social media * Passion and spirit for the types of programs and services AM provides * Demonstrated commitment to strengths-based approach to service delivery * Openness and willingness to grow in equity and cultural sensitivity * Heart, humor and passion for working with others; personable, and able to work well with others * Excellent written and verbal communication skills, including public speaking experience * Professional in attitude and presentation * Highly organized and able to manage multiple projects people and initiatives at the same time |
| **EDUCATIONAL REQUIREMENTS** |
| * Bachelor's degree in fundraising, marketing, public administration, business, or a related field, or equivalent successful workplace experience. |
| **COMPENSATION** |
| **Salary Range:** $4,500-$5,500 per month (prorated), depending on experience.  **Benefits:** Health insurance, pension, and generous benefits package. |
| **APPLICATION PROCESS** |
| This position will remain open until filled. The first review of applicants will be November 25. Your application must include a cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to [Camiliab@associatedministries.org](mailto:Camiliab@associatedministries.org). No phone inquiries, please. |