



Job Description

POSITION TITLE:	Development Manager
REPORTS TO:	Executive Director
STATUS:	Exempt
POSITIONS SUPERVISED:	None
SALARY GRADE:	On file

PURPOSE: Key member of the development team assisting the Executive Director in the creation and implementation of strategies for cultivating, stewarding, and securing resources for Camp Fire Green Country (CFGC). Responsible for supporting all fundraising, marketing, and grant programs; tracking donor information and managing donor database; and maintaining Camp Fire brand and messaging. Represents CFGC to internal and external stakeholders including the Board of Directors, community partners, and funders.

ESSENTIAL FUNCTIONS:

- Leads and supervises the development and preparation of grant proposals, reports to funders, researches new prospects for grant funding, and manages grant calendar and deadlines
- Implements approved strategies for annual fundraising campaign efforts; prepares and sends annual appeal letters, sends donor acknowledgements and receipts, and drafts notes, letters, and emails for donor cultivation and stewardship
- Manages portfolio of individual and corporate donors for cultivation, solicitation, and stewardship of gifts
- Manages and utilizes CFGC donor database and/or tracking system to ensure complete records for all donors and potential donors and creates donor and fundraising reports
- Manages all logistics and details for fundraising and point-of-entry events including but not limited to design, print, vendors, guest logistics and communication, media, and event budgets
- Manages and assists in implementation of donor stewardship plans
- Serves as campaign chair for internal United Way employee campaign and Day of Caring
- Assists in the design of materials, correspondence, presentations, and printed materials necessary to carry out solicitation, cultivation, and stewardship efforts
- Serves as a spokesperson for CFGC in public speaking and networking opportunities (United Way presentations, special events, board presentations, community and partner participation events, etc.)
- Ensures consistent Camp Fire brand, messaging and standards are maintained throughout CFGC
- Assists in creation and execution of external communication strategies for all stakeholders (social media, website, media, newsletters, etc.)
- Actively participates on fundraising and/or marketing committees via Board of Directors, Camp Fire National Office, or community partners, as requested.
- Assists and supports Executive Director in all aspects of resource development, marketing, and communication strategies.
- Performs other tasks as assigned

DESIRED QUALIFICATIONS:

- Committed to working as part of a diverse and inclusive team
- Established success in grant writing, reporting, and coordination and in the support of nonprofit resource development
- Familiarity with outcome assessments and presenting data to support arguments for needed funding
- Proficiency with the management, execution, and tracking of multiple projects simultaneously

- Demonstrated competence in organization; meeting timelines and deadlines including balancing multiple needs and interests; and attention to detail
- Able to be held accountable for meeting high performance goals; willing to be cross-trained in other resource development and nonprofit administration aspects
- Possesses constructive conflict resolution skills
- Able to work independently and as part of a team
- Personal characteristics – self-motivated; well organized; willingness to try new ideas and methods; demonstrated flexibility; ability to remain calm and courteous under stress; enjoys challenge and change; resilient; dependable and punctual; able to be held accountable for meeting high performance standards; uses personal initiative and acts pro-actively in the best interest of the council
- Computer proficiency including Microsoft Office Suite, simple graphic design, databases, and basic website design/maintenance
- Bilingual (Spanish/English) a plus

REQUIREMENTS:

- Bachelor’s degree in relevant discipline, such as: business or communication or equivalent minimum of at least two years relevant work experience
- Attendance at 5-7 CFGC events per year on weekends or evenings
- Excellent verbal and written communication skills with confidence in public speaking
- Ability to work in excess of 40 hours per week on occasion, some evenings and weekends; available for occasional overnight travel
- Ability to carry and move objects weighing up to 50 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas
- Able to meet Council employment requirements including acceptable outcomes on background and reference checks, personal auto insurance verification and acceptance by Council auto insurance (must be at least 21 years of age)

Issued: _____
Date

Received: _____
Employee Signature

NOTE: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.