

## Development Manager

**Position Summary:** The Development Manager is responsible for the creation and implementation of a comprehensive development outreach and marketing plan that results in community awareness and funding from corporations, foundations, community groups and individual donors for Family Promise of Greater Orlando.

### Duties and Responsibilities:

- Maintain current donor relationships while cultivating new relationships.
- Develop, execute, and ensure compliance with agency's development outreach, marketing and communications plans encompassing mail, email, social media, in person and website interactions.
- Manage contact/donor database-maintain constituent records, generate timely acknowledgement letters, pledge reminders, and create analytical reports from fundraising data.
- Write and submit 30 – 40 grants annually.
- Lead monthly Community Outreach Team meetings in partnership with the Development Committee Chairperson.
- Create and distribute monthly electronic newsletters.
- Create and distribute an agency annual report.
- Coordinate and implement a spring fundraiser, the fall No Place Like Home Breakfast annually as well as one Yellow Brick Road Society Event.
- Write and coordinate two annual appeals for donors – one in the spring and one in late November/early December.
- Maintain website by adding new pictures and content on minimum a quarterly basis. Maintain social media with up-to-date content by posting on Facebook, Instagram & Twitter.
- Assist with grant reporting compliance.
- Coordinate Lunch n' Learns and assist with other special events.
- Generate marketing materials for the agency.
- Other duties as assigned by the Executive Director.

### Qualifications:

- Minimum 2 years' experience in development, fundraising and/or donor relations.
- Minimum 2 years' experience in successful grant writing.
- Bachelor's degree in related field, Master's preferred.
- Strong written and verbal communications skills a must.
- Strong attention to detail and the ability to prioritize individual and agency needs.
- Proficient with Sales Force, Outlook, Website Management and Social Media management.

- Highly organized with exceptional time management skills.
- The ability to lift materials of up to 50 lbs. may be necessary.
- Self-motivated with the ability to accomplish tasks with minimal supervision.
- All potential candidates must clear a background check (including credit) and drug screening.

#### **Disclaimer**

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.**