Development Manager
Job Description

Job Status: Full-Time
Job Classification: Exempt
Reports to: Executive Director

The role of the Development Manager is to manage the overall fund development function of the Bluffton Self Help. This includes planning, organizing, and directing all of the organization’s fundraising including, grant writing, major gifts, planned giving, special events solicitation and capital campaigns. This position works closely with the Executive Director, Marketing & Communications Manager and the Board of Directors in the development of all fund-raising endeavors. The Development Manager reports directly to the Executive Director and will support the organization’s mission, to perform the following responsibilities:

- Meet all fund development revenue targets to ensure budget expectations are met for the organization.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Develop annual recognition and stewardship program for individual and business donors.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee planning, implementation and day-of logistics for all fundraising events.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives including Heritage.
- Oversee prospect research.
- Research and complete annual grant targets, applications, follow up and reporting.
- Serve as lead fundraiser to acquire sponsorships and underwriting for events.
- Coordinate with Marketing and Communications Manager on Direct Mail initiative, annual events and other coordinated efforts.
- Develop and oversee budget monitoring and income forecasting for all revenue streams.
- Maintain donor relations, engaging key individuals, community partners, and corporations.
- Network with local area businesses to drive leads for donors.
- Direct capital campaigns (as needed) and other major fundraising drives.

Required Qualifications
- Bachelor’s Degree required.
- Special Event, Public Relations, Marketing and Community Management experience
- Team player, with the confidence to take the lead and guide others when necessary
- Confident in public speaking
- Ability to effectively communicate information and ideas in written and verbal format and build and maintain relationships
• Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
• Be organized and exhibit “follow through” on tasks and goals.
• Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
• Seeks out and is open to feedback
• Strong project management and organizational skills
• Excellent interpersonal, communication and organizational skills
• Good technical understanding and can pick up new tools quickly
• Flexible and able to problem solve and reason
• Independent thinker and self-starter
• High level of clerical skill both in speed and accuracy
• High level of technical proficiency in Microsoft Office software including PowerPoint, and Neon - donor software
• At least five years of non-profit experience preferred

Skills and Qualifications:
• Minimum two years related experience; nonprofit experience a plus.
• Proficiency with spreadsheets, databases, and word processing.
• Ability to multi-task and prioritize in a dynamic work environment.
• Strong attention to detail and ability to work as a team member with minimal supervision.
• Solid written and oral communication skills and excellent phone manner.
• Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
• Ability to work independently and with a team.
• Excellent time management skills, aptitude for proper task prioritization, and a results-oriented work process.
• Ability to handle sensitive matters with tact and discretion.
• Professional demeanor, integrity, tact, and good judgement.
• Dependable and punctual.
• Impeccable attention to detail.
• Interest in and commitment to Bluffton Self Help’s mission.

Required Education and Experience
• Business Degree preferred.
• High school diploma or equivalent plus two to three years’ previous experience.
• Employee must be able to take initiative and have a sense of urgency to accomplish tasks.
• Have strong interpersonal skills to work with a dynamic group ranging from staff, volunteers, clients and board members.
• Must be solution orientated and work independently with little direction.

Supervisory Responsibility
This position has no supervisory responsibilities.

Work Environment
This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**
This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Position Type and Expected Hours of Work**
This is a full-time position. Typical days and hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. This position does require some night and weekend work.

**Signatures**
This document has been reviewed by the Executive Director and the Employee. Parties understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Bluffton Self Help is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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