

FAMILIES FORWARD

Job Title: Development Manager

Reports to: Chief Advancement Officer

Education Requirement: Bachelor's Degree

Experience Requirement: Minimum of 5 years' experience and demonstrated success in cultivating, soliciting, and stewarding donors as well as hosting fundraising events.

Position is: Exempt, Full-time

Job Summary:

The Development Manager supports the organization's strategic and fundraising goals by serving as the lead for the annual fundraising Gala, annual giving program, and mid-level donor relationships to advance Families Forward's mission to prevent and end family homelessness. In a fast-paced, dynamic environment, an enthusiastic and results-driven Development Manager is responsible for identifying, securing, and stewarding mid-level donors and event sponsors to meet annual funding needs. The Development Manager strives for excellence and provides leadership to the Fund Development team to increase donor giving, engagement, and retention. This position directly supervises and mentors two positions that focus on community engagement and stewardship. The Development Manager engages donors through the creation of narrative, data sharing, and storytelling that inspires philanthropy.

Supervision/Evaluations: Community Engagement Specialist and Development Associate

Essential Job Duties:

Development: (60% of time)

- Develop comprehensive annual plan to identify, cultivate, engage, and steward donors to motivate giving.
- Personally engage, solicit, and deepen relationships with mid-level donors and sponsors through tours, meetings, compelling materials, and unique donor experiences.
- In collaboration with the Chief Advancement Officer and Chief Executive Officer, enhance and manage donor/sponsor stewardship program.
- Develop strategies to identify donor prospects, engage new donors, and grow annual giving revenue.
- Assist in the development and implementation of department procedures and practices to increase department efficiencies, accuracy of records and database, and achievement of fund development goals.
- Supervise the Development Associate and oversee the gift entry and acknowledgement process to ensure accurate gift recording, timely gift acknowledgment, and management of donor records in accordance with IRS guidelines.
- Assist in development of annual fundraising goals and department budget.
- Produce monthly fund development dashboard and event/campaign reports to track and analyze fundraising progress against annual goals.
- Assist in the development of fundraising appeals and collateral materials.
- Communicate with the Board of Directors, management, staff, and committees on development activities and progress.

Annual Fundraising Gala Planning & Logistics: (25% of time)

- Strategically plan, execute, and evaluate annual fundraising Gala.
- Manage all aspects of Gala production including logistics, budget, timeline, vendors, and staff/volunteer engagement to host successful fundraisers.
- Create and implement annual sponsorship package and sponsor stewardship plan.
- Secure sponsorships and serve as primary sponsor relationship manager.

- Recruit and inspire Gala committee, staff, and volunteers to assist with Gala planning and execution.
- Assist in the development of collateral and marketing efforts to promote Gala and fundraising events.
- Stay current on fundraising strategies and event trends to increase event revenue and elevate guest experience.

Community Engagement: (10% of time)

- Supervise and support the Community Engagement Specialist and oversee the development and progress of annual Community Outreach & Engagement Plan.
- Assist and support third-party fundraisers and campaigns to increase revenue and community awareness.
- Identify and participate in outreach efforts in the community.
- Work closely with the Operations Department and Community Engagement Specialist to support seasonal programs through identification, solicitation, and stewardship of in-kind and monetary gifts.
- Represent organization at community events and collaborative meetings.

Other Duties as Assigned: (5% of time)

- Assist with events, marketing, and public relations activities.
- Attend Staff meetings, Fund Development meetings, and other meetings as needed.
- Coordinate as necessary with the Board of Directors and Board Committees.
- Assist with other special projects as assigned.

Additional Qualifications:

- Track record of building authentic, mutually beneficial relationships
- Excellent written/verbal communication skills and comfort with public speaking
- Strong attention to detail
- Must be able to multi-task and pivot quickly when organizational needs change
- Ability to work well independently and in a team environment
- Outstanding event/project management skills
- Ability to develop effective relationships with management, staff, volunteers, and public to achieve organizational goals
- Experience in staff and volunteer management
- Proficiency with Microsoft Office
- Working experience with donor or customer database systems, including data entry, data analysis, and reporting required - Experience using Blackbaud's Raiser's Edge and NXT is highly desired
- Familiarity with online event/auction platforms a plus
- Highly driven, results-oriented work ethic
- Occasional evening and weekend work required, especially during seasonal programs
- Ability to occasionally lift or carry 25 pounds
- Maintain valid California Driver License and state-mandated Vehicle Insurance

Compensation & Benefits:

- Range: \$68,000-\$85,000 annual salary based on experience
- Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please submit resume to Marissa Hall at mhall@families-forward.org. No phone calls please.