

Position Title: Development Manager
FLSA Status: Exempt
Reports to: VP Development

Position Summary: Working with the VP of Development, the Development Manager is responsible for supporting the development and implementation of the Foundation's fund development, communications, and community outreach plans to systematically reach and cultivate existing and potential donors to grow PdNCF assets for community impact including direct management and oversight of the Development Assistant Position, Raiser's Edge donor management software, Fund Miner software, designated funds and scholarship funds.

General Duties and Responsibilities:

- Under the direction of the VP of Development, manage the Foundation's Donor Management Software and Fund and Donor Portals.
 - Supervise and support the Foundation's Development Assistant to maintain the integrity of donor management data to maintain and produce up-to-date mailing lists for Foundation communications and donor cultivation, as well as the designated, scholarship and donor advised fund data.
 - Support Foundation fund compliance and reporting, including management of data and reporting through the fund portal.
- Assist with the development and implementation of the Foundation's fund development plan.
 - Help execute the Foundation's moves management system to systematically engage existing and potential donors by leading the Fund Development team's use of the Raiser's Edge software.
 - Maximize the Raiser's Edge system and wealth assessment tools to track, monitor, and report fund development activities.
 - Ensure excellent donor relations with existing and future donors and designated funds.
 - Work directly with donors and/or support volunteers working with donors to establish new or grow existing funds.
- Develop and assist with the implementation of the Foundation's communications plan.
 - Bring best practices to Foundation communications.
 - Manage PdNCF website and updates.
 - Develop the overall marketing and communications strategies for the Foundation and work collaboratively with the Director of Communications in assigning to and overseeing communications work by the Foundations' Multimedia Content Creator.
 - Assist with the storytelling, social media, printed materials, e-newsletter, earned media, and public relations to increase awareness of the Foundation brand and impact.
 - Manage direct communications with donors and donor advisors to include e-newsletters, personalized communications, and the distribution of DAF fund reports twice annually.
 - Prepare materials for direct donor communications.
 - Manage the PdNCF Communications budget and contracts.
 - Responsible for collecting and providing information for PdNCF Annual Report. Assist Director of Communications with design and layout and ensure Annual Report is available to donors and community members.
- Provide support to Designated Funds and Manage Foundation Scholarship Portfolio

- Work closely with designated funds to ensure their success supporting charitable activities in the community to include gift management and receipting, disbursements, and fund reporting.
 - Work closely with scholarship funds to create, update, and manage scholarship application deadlines, coordinate the review and scoring process, and work with the Development Assistant to track and process awards annually.
 - Manage the Foundation's scholarship management software, Going Merry
 - Work with local school districts and media outlets to market the scholarships
 - Lead the planning and execution of a scholarship reception recognizing donors and scholarship recipients.
- Ensure compliance with all legal and statutory reporting requirements.
 - Ensure compliance with legal requirements related to donors and designated funds, especially those required to file a Form 990.
 - Assist with the preparation of the Foundation Form 990 as needed.

Qualifications:

Education and Experience: Bachelor's degree required. Master's Degree preferred. A minimum of five (5) years of nonprofit, fundraising and/or community relations experience.

Knowledge, Skills and Abilities:

- Proven fundraising skills and abilities
- Experience using donor management software, preferably Raiser's Edge
- Excellent interpersonal, public relations, written and oral communication and presentation skills
- Ability to communicate with stakeholder groups, supporting their collaboration and coordination
- Ability to establish and maintain effective working relationships with staff, board members, committees, volunteers, and the public
- Ability to work well under stress, meet deadlines, multitask and deliver high- quality results
- Excellent time management skills
- Considerable knowledge about non-profit and governmental organizations and regulations, organizational dynamics, nonprofit legal and tax issues and planning
- Fluency in Spanish highly preferred

Physical Requirements / Work Conditions:

- Evening and weekend work required
- Occasional out-of-town travel required
- Work conducted in office environment and in the community
- Repetitive motion in the operation of computer
- Frequent sitting required; occasional standing, bending, and stooping

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.

The Foundation does not discriminate on the basis of race, color, national origin, sex, age, or disability.

The essential functions and responsibilities of this job can be performed and completed working at the office and remotely. While working remotely, you must adhere to the Foundation's Policies and Procedures.