

Development Manager

Job Description

The Development Manager will provide administrative and strategic oversight for SAHELI's fundraising program. The job includes managing the Annual Fund Plan, donor information management, and grant prospecting while implementing fundraising activities to support our programs. The Development Manager reports directly to and works closely with both the Executive Director and the Board Fundraising Chair. Position is currently offered as a half-time position.

Development Program

The Development Manager will plan, direct and implement a comprehensive development program that generates individual donors, foundation, and corporate support. The Development Manager is responsible for the following:

1. Directs a fund development program that includes an annual fund plan, foundation and corporate gifts, special events and planned giving.
2. Develops and implements strategies that will grow annual revenue through a major gifts campaign. Manages individual donor campaigns and special appeals.
3. Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects.
4. In coordination with the ED and Fundraising chair, manage portfolios of major donors and prospects and manages the organizational donor database.
5. In coordination with Executive and Board of Directors, builds and sustains relationships with current, new and potential individual donors, corporations and foundations.
6. Research prospective grant opportunities and transmits this information to the Executive Director.
7. Works with staff, volunteers and board to manage and implement special events.
8. Develops communications/marketing materials and collaborates with staff to ensure that agency publications and website include donor-focused content.
9. Provides tools and training to staff and board to become more proficient with fundraising efforts.
10. Works with and manages volunteers within the Development Program.

Preferred Qualifications

1. Minimum requirement of a Bachelors Degree and/or two years of experience in development, especially in individual campaigns, grants and event coordination.
2. Must have event coordination experience.
3. Show track record of increasing revenue generation.
4. Demonstrated experienced in working with different sectors of businesses, foundations and individuals and broad understanding of multi prong campaign planning, implementation and evaluation.
5. Excellent communications (written and oral) skills with experience in developing successful donor communications and marketing materials.
6. Strong interpersonal skills and comfortable working with donors, volunteers and staff. Comfortable with presentations.
7. Entrepreneurial attitude and creative thinking with high degree of professionalism.
8. Dynamic, flexible, and adaptable individual.
9. Superb organization skills and ability to follow-through with tight deadlines.
10. An understanding and commitment to social justice issues and nonprofit development/capacity building.

Compensation:

\$ 16,500-18,500 for half-time, exempt.

Some night and weekend work.

Vacation and Health Benefits

Send resumes to saheli@saheli-austin.org. No phone inquiries please.