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| Job Title: | **Manager of Fund Development** |
| Department: | **Administration** |
| Reports to: | **Executive Director of NMCAA** |
| Level: | **L** |
| Supervises: | **N/A** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Kerry Baughman** |
| Date: | **February 22, 2021** |
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| Purpose:  The Manager of Fund Development shall be responsible for managing the fundraising function at Northwest Michigan Community Action Agency. | |
| Essential Functions:   * In cooperation with the department manager establish the annual fundraising plan/goal for that department. * Track the progress of the fundraising goal for the department for the fiscal year. * Meet with donors and prospects on a continual basis to establish effective communication with them and to understand their needs and expectations. * Grow a major gifts program. * In cooperation with department managers, seek grants including research, contact with foundations and other grant sources, proposal writing, and meeting reporting requirements. * Create opportunities for the department manager to make presentations and requests for gifts. * Do prospect research. * Assist departmental managers to do the fundraising mail/social media campaign or campaigns. * Do the analysis of the results of appeals/campaigns. * Be fully engaged with the fundraising data system. This responsibility includes managing and growing the data base. * Direct the *Thank You* process and stewardship function for all donors. | |
| Position Objectives:   * To be a partner with NMCAA senior staff and managers * To work with senior staff and managers to create and implement annual fundraising plans. * To help create, implement, and oversee a Major Gift and Planned Giving programs. * Help build a culture of philanthropy throughout NMCAA. * To represent NMCAA in a professional, supportive, and knowledgeable manner. | |
| **Measured by:**   * Feedback from agency leadership, staff, and community partners. * The advancement of fund raising throughout NMCAA. * Helping to create departmental and system wide fundraising goals and their achievement. * Flexibility to adjust to situations and react as necessary for the betterment of the agency. | |
| **Minimum Education:**   * A bachelor’s degree or related experience. * Knowledge of Northern Michigan region preferred. | |
| **Minimum Experience:**   * Experience working in non-profit fundraising is preferred. * Knowledge of northern Michigan region is preferred. | |
| **Essential Abilities:**   * Commitment to the NMCAA philosophy and mission. * Interact positively with co-workers, clients, and community members in a non-judgmental, tactful, and courteous manner. * Ability to maintain confidentiality. * Suggest innovative approaches in completing job responsibilities. * Work openly and cooperatively as a team member. * Perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Superior verbal and written communication skills. * Proficient with Microsoft Office or related software. * Excellent presentation and facilitator skills. * Excellent leadership skills. | |
| **Minimum Physical Expectations:**   * Physical activity that always requires keyboarding, sitting, phone work and filing. * Physical activity that always requires extensive time working on a computer. * Physical activity that sometimes requires travel by car and/or air. * Physical activity that often requires lifting under 25 lbs. * Physical activity that sometimes requires lifting at least 50 lbs. * Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records or in the participation of classroom settings. | |
| **Minimum Environmental Expectations:**   * The Manager of Fund Development position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |