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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.
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| 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.
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| **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.
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| **Minimum Education:*** A bachelor’s degree or related experience.
* Knowledge of Northern Michigan region preferred.
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| **Minimum Experience:*** Experience working in non-profit fundraising is preferred.
* Knowledge of northern Michigan region is preferred.
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| **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.
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| **Minimum Skills Required:*** Superior verbal and written communication skills.
* Proficient with Microsoft Office or related software.
* Excellent presentation and facilitator skills.
* Excellent leadership skills.
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| **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.
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| **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.
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