



Development Manager Position Description

Hours: Full-Time (40 hours per week),
Job Classification: Exempt Position
Reports to: Executive Director
Work Location: Duvall, WA

BACKGROUND:

Acres of Diamonds exists to help homeless women and their children discover the life they were created for. We believe that kids shouldn't be growing up on the streets, in cars, or couch surfing. We believe that when a Mom wants to make life change, she should have a safe place to do it. Acres of Diamonds is one of the few facilities in this area that serves women as well as children, and our services are in demand. Our outcomes are strong, and there is a need for more of the services we have to offer. Therefore, we are committed to increasing our capacity as well as adding new enhanced services over time.

POSITION SUMMARY:

This position is responsible for working with the Executive Director, Board of Directors, The Better Fundraising Co., and the Donor Information Manager to lead and implement fundraising and communication strategies for Acres of Diamonds. The Development Manager provides leadership and oversees implementation of fundraising and communication strategies for Acres of Diamonds while working under the direction and guidance of The Better Fundraising Co. He/she is directly responsible for the development and implementation of the annual giving communication plan. This scope of work includes oversight of the creation and management of appeal letters, newsletters, e-appeals, special event communications, donor retention collateral materials, and other special fundraising project communications as assigned by the Executive Director.

DUTIES & RESPONSIBILITIES:

Fundraising:

Provide fundraising leadership to the organization

- Directly responsible to create and implement a fund development plan that meets or exceeds the annual budget requirements. This work includes creating and implementing proven annual fundraising communication strategies
- Cultivate relationships with key members of this community that can support and further the mission and vision of Acres. This includes vendors, volunteers, donors, business owners and other civic-minded individuals
- Manage fundraising and communications budgets with the goal to operate within predetermined financial boundaries and limits

- Under the direction of The Better Fundraising Co., lead the effort to create scheduled fundraising appeals, direct mail, email and other fundraising communication resources as defined by the annual fundraising plan
- Support the agency grant writer with grant acquisition process and when necessary provide content or information for applications

Events Coordination:

Manage all Acres of Diamonds fundraising events

- Manage event budgets with the goal to operate within predetermined financial boundaries and limits
- Recruit and manage volunteers for the Event Planning team, and secure an Events Contractor. While receiving help from the Event Planning Team and Event Contractor the Development Manager will be responsible for:
 - Securing corporate sponsorships
 - Recruiting table captains
 - Procuring Auction Items & Dessert Dash (or other similar items for the event)
 - Coordinating graphics, invitations, materials, posters, etc.
 - Manage PR/marketing of event
 - Day of event volunteer support
- Coordinate agenda, speakers, scripting, slide shows, program flow, etc.
- Track RSVPs and coordinate table assignments
- Coordinate follow-up, thank-you procedures, etc.

Communications:

Under the direction of The Better Fundraising Co., oversee the creation and implementation of the annual communications strategy

- Manage the creation and production of all fundraising communication content. This includes the development of project timelines, writing and/or gathering content, acquiring photos, producing creative graphics, proofing and editing, and distribution for pieces such as:
 - Newsletters – hard copy and e-mail
 - Annual reports
 - Brochures
 - Posters, invitations, thank you cards
 - Displays, banners
 - Videos
- Oversee the process for creating social media content and work with other development team members to make sure it is posted per the predetermined schedule. This includes, but is not limited to, creating and posting content for Acres of Diamonds online social media such as Facebook, Twitter, Flickr, YouTube, Blogs, VH website, etc.
- Manage public relations and media outreach/coverage:
 - Maintain and develop media contacts and relationships. Field media calls and serve as media liaison
 - Coordinate Acres of Diamonds public relations, including writing and distributing press releases and conducting media events, and periodically representing Acres of Diamonds in radio and television interviews
 - Maintain and update list of media coverage that Acres of Diamonds receives
 - Write press releases, articles, etc. and distribute to the media

- Plan, organize and manage PR events such as:
 - Ribbon cuttings
 - Ground Breakings

Management and Supervision:

- Member of the Acres of Diamonds management team
- Attends all management meetings
- Supervises Donor Information Manager

REQUIRED QUALIFICATIONS

- Personal relationship with Jesus Christ and active in a Christian church
- Bachelor's degree in business, communications, marketing or related field
- Nonprofit Fundraising professional with three years progressive Advancement/Development experience
- Exceptional communication skills - ability to communicate effectively both orally and in writing with staff, potential and current funders and community members
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God
- Understanding of fundraising/donor database management and reporting (Donor Perfect experience preferred)
- Strong technical skills and literacy in Microsoft Office applications mandatory
- Experience working with publishing and graphics software preferred
- Supervisory or team lead experience preferred
- Ability to work occasional evenings and weekends
- Must have a valid Washington Driver's license and reliable, personal transportation and personal automobile liability insurance
- Ability to lift up to 40 pounds on occasion
- Must pass criminal Background check clearance through the Washington State Patrol

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.