

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Development Manager
<b>REPORTS TO:</b>	Development Director
<b>SUPERVISES:</b>	Volunteers, Interns
<b>FLSA STATUS:</b>	Exempt (40 hours)
<b>SALARY</b>	\$55,000 - \$60,000 annually depending on experience

**POSITION PURPOSE:** Raise funds to prevent and end homelessness and hunger for local families and children. Manage a multi-channel annual fund program, in which funds are raised through direct mail, grant writing, and events. Provide exceptional stewardship and donor care to strengthen the sense of connection donors have to SOS's mission. Communicate gift impact to SOS donors and other stakeholder groups.

SOS Community Services provides equal opportunity employment and service opportunities to all eligible persons without regard to race, religion, creed, color, national origin, citizenship, age, height, weight, sex, gender, marital status, sexual orientation, parental status, veteran status, handicapping condition, membership in any labor organization, political affiliation, or record of arrest without conviction. It is also the policy of SOS Community Services not to refuse employment to individuals solely on the grounds of prior substance abuse or prior criminal history. The agency will promote the full realization of these policies through a continuing program of Affirmative Action, including efforts to actively recruit minorities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and implement integrated direct mail fundraising campaigns including ensuring adherence to the timeline, mailing list development, and writing copy. Integrate direct mail messaging into electronic communications through the agency e-newsletter, social media, website, and online giving pages.
2. Communicate opportunities for giving and gift impact to donors through newsletters, gift acknowledgements, e-news, and social media.
3. Organize, schedule, and develop content for face-to-face or electronic meetings designed to steward and cultivate key donors or stakeholder groups including monthly donors, midlevel donors, event sponsors, major donors, current and former board members, and legacy donors.
4. Develop and implement a process for welcoming new donors through mail, email, and phone.
5. Support annual gala including sponsorship solicitation, silent and live auction solicitation, and event logistics.
6. Prepare grants renewal grants, and grant reports. Track the grants calendar to ensure deadlines are met.

### DEPARTMENT RESPONSIBILITIES:

1. Responds promptly to donor-related inquiries and contacts donors as needed.
2. Public speaking to groups, hosting agency tours, and staffing tabletop events to raise awareness about SOS.
3. Maintain relationships with funders and donors in the community, and outreach to establish new relationships.
4. Support volunteer fundraisers who are organizing benefits to raise funds for SOS.
5. Collect, analyze and report data to assess the effectiveness of fundraising campaigns over time.
6. Supervise interns and volunteers as needed

7. Complete other duties as assigned by the Development Director.

**AGENCY RESPONSIBILITIES:**

1. Actively support the SOS commitment to diversity in all areas and responsibilities.
2. Uphold and ensure appropriate enforcement of all agency policies and practices.
3. Participate in community relations and outreach tasks as directed and required.

**BASIC QUALIFICATIONS:**

- Bachelor's degree required. Development experience required such as direct mail, grant writing, and event fundraising, 3+ years preferred.
- Strong commitment to fundraising best practices and professional development.
- Manages multiple priorities under aggressive deadlines, and manages time efficiently
- Possesses strong ethical character
- Ability to collect and analyze quantitative and qualitative information
- Excellent written and verbal communications
- Experience using fundraising database systems (i.e. Abila Fundraising 50) and ability to handle confidential information with discretion
- Proficiency in data management and Microsoft and Google suite products required.
- Ability to function independently as well as part of a team, to put personal preferences aside for the good of the team and the consumers the agency serves
- Ability to work in a fast-paced, active environment and to prioritize work assignments
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow through
- Communicate effectively with people from diverse backgrounds and diverse stakeholder groups on person, on the phone, and in electronic meetings.
- Must have a commitment to working on behalf of vulnerable populations
- Maintain agreed-upon schedule of work hours in accordance with agency policies and procedures. Ability to accommodate a flexible schedule with some evenings and weekends.
- Possession of own transportation to do outreach on a regular basis and possession of valid MI Driver's License in good standing that meets agency insurance standards.
- Maintain compliance with the Substance Free Work Place Act, the Privacy Act and Federal, State, and local laws regarding professional standards of conduct

I have read, understand, and accept my responsibilities as articulated in the above job description. (Please sign and return to the Human Resource Director).

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Employee's Signature

Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.