



Development Manager Job Description

The Development Manager is responsible for developing and executing an overall fundraising plan for the organization. The Development Manager reports to the Executive Director and works closely with the Communications and Membership Director, Engagement Coordinator, and Membership Committee. Duties include, but are not limited to the following:

Development Infrastructure

- Selection, implementation, and ongoing maintenance and management of a donor database software
- Conducting a bi-annual assessment of development programs and needs
- Crafting a two-year development plan, based on the bi-annual assessment, strategic plan, and organizational goals
- Creating and maintaining a dashboard demonstrating progress towards development goals
- Ensuring compliance with development-related regulations, such as raffle registration
- Assist in the development of the annual budget pertaining to fundraising
- Develop collateral material for fundraising efforts, including taglines, stories, and related assets
- Stay up to date on development trends

Grants

Grant writing duties will vary depending upon the development plan. Duties may include:

- Coordinating with the Executive Director and other staff to determine existing and potential new programs eligible for grant funding
- Research into potential grants
- Drafting and submitting complex grant applications, including program narratives and budgets
- Relationship building with grant funders
- Managing the grant contracting and reporting processes, including ensuring compliance with grant deadlines

Individual Giving

Individual giving duties will vary depending upon the development plan. Duties may include:

- Management of donation page content on the HSC website
- Development and execution of direct mail campaigns
- Donor relationship management and acknowledgement, including thank you letters/notes and calls
- Execution of giving day campaigns
- Management and promotion of employee giving programs
- Social media or similar peer-to-peer giving campaigns
- Donor moves strategy and management

Corporate Partners

The Development Manager will work closely with the Membership Director to bolster the existing corporate partnership program. Duties may include:

- Identification of and outreach to potential new corporate partners
- Managing relationships with existing corporate partners
- Managing the annual corporate partner renewal and contracting process, including contract negotiations for custom partnerships
- Identification of additional engagement opportunities for corporate partners
- Oversee and ensure execution of deliverables for corporate partners

Events

Head Start California holds several annual educational events. Within the framework of existing events, the Development Manager will be responsible for:

- Developing an overall strategy and structure for event sponsorships
- Securing event sponsorships from current and new corporate and public partners
- Oversee and ensure execution of deliverables for event sponsors
- Identifying and executing on additional opportunities to incorporate fundraising into existing events
- Attend 3-6 HSC events per year throughout California, with various on-site duties including sponsor management

Qualifications

Education and Experience

- Have demonstrably successful experience raising funds via grant writing, partner/sponsor relations, and cultivating individual donors; and
- Have at least three years' directly relevant experience in fundraising; and
- Hold a Bachelor's Degree or higher in communications, nonprofit administration, psychology, or similar relevant to fund development.

Skills

- The ability to build and maintain strong relationships with individual donors, grant funders, and corporate partners
- The ability to coordinate efforts with staff throughout HSC
- Strong negotiation skills
- The ability to understand and convey the mission and vision of HSC in a compelling manner
- Strong written and verbal communication skills, particularly in the area of persuasive donor communications
- Strong technological skills, including database management
- The ability to independently manage and prioritize tasks

Compensation

The position is full time, 40 hours per week, exact hours are generally flexible within a standard M-F 8am-6pm schedule. Additional hours and out of town travel will be required 4-5 times per year, for 3-6 days at a time. Compensation will range from \$35-40 per hour, with full benefits including medical, dental/vision, 403(b) with automatic 4% company contribution, vacation, sick time, and holidays.