



**Job Title:** Development Manager  
**Reports to:** Executive Director  
**Status:** Full-time, 40 hours/week, Non-Exempt  
**Hours:** Flexible schedule required  
**Date:** November 26, 2021

**Summary:** The primary responsibility of the Development Manager is to reach agency fundraising goals through donor development, marketing and communication campaigns, and community engagement in Linn and Benton Counties by collaborating with the Executive Director, Board of Directors, and the Events Coordinator.

**Essential Duties:**

**Fundraising and Donor Stewardship**

- Creating, maintaining, and overseeing donation recognition programs
- Meeting with prospective and established donors and supporters to cultivate effective relationships
- Growing donor stewardship program to better retain current donors and increase donor giving
- Creating and executing an annual development plan, tracking and reporting on income and expenses
- Participating in capital campaigns and/or other major fundraising drives as directed by the Board of Directors
- Managing, improving, upgrading donor database by entering data (or delegating entry duties to volunteer or Administrative team), tracking donations, and producing reports
- Assisting in the creation of the annual budget
- Assisting in the solicitation of sponsorships for major CARDV events
- Chairing and supporting the Resource Development Committee
- Creating and implementing major donor campaigns in collaboration with the Executive Director

**Marketing and Communications**

- Directing the annual End-of-Year Giving Program, including mailings, communications, and presentations
- Assist in the creation of publications to support fundraising activities, including the CARDV newsletter and all social media campaigns
- In collaboration with the Events Coordinator, research, implement, and report on the success of CARDV marketing and communication programs to enhance CARDV's public image and garner donor engagement and retention
- Assisting in the creation of an annual Development Plan

**Education/Experience:**

- BA/BS preferred or equivalent related experience
- Two years of experience in non-profit fundraising, sales/marketing, or related field

**Required Skills/Abilities:**

- Ability to communicate CARDV's mission effectively to community groups, organizations, and potential donors
- Awareness of fundraising techniques and sources of funding for non-profit agencies

- Experience with Microsoft Office
- Ability to establish and maintain effective working relationships with staff, board members, volunteers, community partners, and other related agencies
- Demonstrated understanding of confidentiality and ability to maintain strict confidentiality about CARDV's donors and clients
- Strong oral and written communication skills
- Ability to remain calm and focused and to work effectively with noise and interruptions
- Possess awareness of and respect for cultural differences
- Self-starter, resourceful, organized, driven, and able to work effectively as part of a team; must be able to both lead and follow.

**Additional Requirements:**

- Successful completion of CARDV Administrative Advocacy Training Program
- Must be 21 years of age
- Required automobile transportation, current auto insurance, and valid driver's license

**Supervisory Responsibilities:**

This position supervises the Events Coordinator.

**Physical Demands:**

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 50 pounds at times.*

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee \_\_\_\_\_ Date \_\_\_\_\_