



of Long Island

Position Title: Development Manager

Category/FLSA Status: Full-time, non-exempt

Supervisor: Executive Director

Direct Reports: None

Salary: \$55,000

Position Summary: A key member of the fund development team responsible for managing development and communications efforts, including donor stewardship activities, database management, corporate and foundation prospecting, and grants management, donor communications, and coordinating fundraising events. The Fund Development and Communications Manager also provides support to and works closely with the Executive Director.

Responsibilities:

Fund Development Responsibilities

- Implement fund development plan in coordination with the Executive Director.
- Manage the grant process, including prospecting, proposals and reporting.
- Develop budgets for grant proposals in coordination with program staff and executive leadership.
- Manage individual donor campaigns, with both short and long term goals.
- Manage and execute logistics and fundraising for all development based events and activities including corporate sponsorship agreements.
- Serve as the point of contact and manager of development/fundraising committees and volunteers including board, gala, breakfast, and special events.
- Participate in staff meetings, conferences, trainings, on the local and national level and works collaboratively with other staff members/departments to meet/exceed affiliate goals and objectives.

Database Management Responsibilities

- Manages the fundraising database to effectively process all gifts, pledges and payments, ensuring accuracy of all data, including all donor information.
- Prepare analysis of fundraising campaigns results and donor giving patterns to help determine effective fundraising plans.
- Prepare development reports for the Board of Directors.

- Manage the development of reports and presentations for grantors

Communications Management Responsibilities

- Manage development communications plan to meet/exceed the fund development and visibility goals in collaboration with the Executive Director
- Develop, implement, and manage the year-long fund development communications calendar that coordinates fundraising efforts.
- Lead the development and coordination of appeals, annual campaigns, fundraising event promotions, and donor communications.
- Special projects as necessary

Qualifications:

- BS/BA Degree
- Two or more years of experience in non-profit fundraising, including proven track record in writing and submitting grants and grant reports.
- Strong track record of meeting individual performance and organizational goals
- Excellent verbal and written communications skills
- Experience with data management or transferable skills with a proven track record of success
- Excellent customer service skills with the ability to work well with staff at all levels of the organization and have a high level of professionalism
- Ability to work in a collaborative team atmosphere and be willing to work with the objective of achieving team goals.
- Ability to support day to day operations in a fast-paced environment with independent judgment and discretion in handling confidential and sensitive material.
- Applicants should possess the ability to exercise independent judgment and take initiative
- Experience working in all social media platforms
- Passion for and experience in the gender equity space is strongly preferred

Compensation and Benefits

Salary is based on years of experience and level of expertise. Compensation package also includes health insurance, 401K, and 20 PTO days.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation,

national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

To Apply:

Please send a cover letter and resume to rflagler@girlsinclongisland.org. Please, NO Phone Calls.