



of Long Island

Position Title: Development Manager

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

Supervisor: Director of Development

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, grants management, donor communications, and coordinating fundraising events. The Fund Development and Communications Manager also supports and works closely with the Director of Development.

Responsibilities:

Fund Development Responsibilities

- Execute aspects of the fund development plan with the Director of Development.
- Manage the grant process, including tracking, prospecting, proposals, and reporting.
- Manage internal and external communications, including individual donor campaigns and annual appeals.
- Manage and execute logistics and fundraising for all development-based events and activities, including corporate sponsorship agreements.
- Provide management for development staff and administrative staff responsibilities.
- 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, and trainings, on the local and national level and work collaboratively with other staff members/departments to meet/exceed affiliate goals and objectives.

Database Management Responsibilities

- Manage and oversee the fundraising database to effectively process all gifts, pledges, and payments, ensuring data accuracy, including all donor information.
- Prepare analysis of fundraising campaign results and donor-giving patterns to help determine effective fundraising plans.
- 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 Director of Development

- 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
- Three to four years of experience in non-profit fundraising, including a 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 communication 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 to achieve 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 on all social media platforms
- Passion for and experience in the gender equity space is strongly preferred

Compensation: \$50,000 to \$60,000

Benefits:

- Medical benefits (Employer contributes to plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefits 401K, after one year of employment
- Voluntary Flex spending accounts
- Long-term disability benefits
- 12 Paid Holidays, including the week between Christmas and New Year's Day.
- Sick time off
- 20 PTO days
- Professional Development/Training

Physical Requirements and Work Environment:

819 Grand Blvd, Deer Park, NY 11729
www.GirlsIncLI.org

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 regardless of 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 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 mkim@girlsinlongisland.org Please, NO Phone Calls.