



Manager, Development

Rough Draft Job Description

Reporting to the Executive Director, the Manager of Development will be responsible for the design and implementation of the organization’s fundraising efforts.

This new staff member will serve as the organization’s Development “Chief of Staff” and ensure that all ambassadors (board and E.D.) have what they need to be successful in their efforts to increase financial resources.

The Development Manager will develop systems, research prospects and ‘set the table’ for the Executive Director to cultivate prospects, steward donors and close gifts. S/he will also work as a staff liaison with the Board Development committee to ensure that the board has tools and training and is fully engaged in the efforts to raise needed funds.

What The Devo Manager Will Do	What The Devo Manager Will Not Do
Create first rate tracking systems	Make significant asks
Research prospects	Manage a special event singlehandedly
Supervise an intern (will probably need one)	Supervise staff (there won't be any)
Set up meetings with donors	Attend direct asks regularly (too much work to do getting everyone else to do their work)
Create a great relationship with the board and let the E.D. work with the Board Chair if the board is not fulfilling its responsibility	Nag individual board members to do what they said they would do. No nagging.
Great on email and on the phone. Often will be the point of contact to secure a coffee or lunch. Creativity can be a big asset.	Be really pushy or give up too quickly.

Profile of the Ideal Candidate

Important note: Hire for attributes here and you won't be sorry. Lots of prior fundraising experience is not the most important piece of the puzzle here.

- In love with the organization and ready to shout it from the rooftops
- Assertive (not aggressive)
- Ridiculously detail oriented
- Some prior fundraising experience helpful, but enthusiasm and attention to detail are critical
- Loves to nose around and find things out (prospect research)
- Enjoys building systems to keep track of the things she has nosed around about
- Knows how to build a relationship via phone or email
- Great memory for detail
- Goal oriented

