



## **Development Manager Sanctuary One Job Description**

**Position Title:** Development Manager

**Reports To:** Executive Director

**FLSA Status:** Exempt, Permanent, Full-time

**Category:** Non-Resident Employee

### **SUMMARY:**

The Development Manager, reporting directly to the Executive Director, will be responsible for assuring that Sanctuary One will reach its annual and long-term development goals. The individual will lead efforts in the design and implementation of a comprehensive and strategic development program including: major and planned gift donor development and grant writing. This position provides donor engagement, some office administration, donor database functions and works closely with the Executive Director and the Board.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Establish an annual development strategy to determine critical areas of focus and effort for the year to meet philanthropy annual goals
- Coordinate the annual fundraising strategy to effectively reach donors and stakeholders
- Identify prospective individual, foundation, and corporate donors and develop strategies to cultivate those relationships
- Expand and diversify the Sanctuary One donor base through donor cultivation activities
- Collaborate with Sanctuary One colleagues to help develop effective and engaging outreach and education programs that support positive community relations
- Provide leadership for monthly donor, major donors, planned giving, and estate planning programs
- Prepare and submit grant applications and reports that support the work of Sanctuary One
- Direct annual fundraising campaign
- Maintain a database of accurate donor records
- Develop and implement effective communication, cultivation, and solicitation strategies
- Provide staff support and information to board-driven fundraising and outreach efforts
- Assure maintenance of consistent relations with multi-year donors
- In conjunction with Executive Director and the board, work to cultivate donors to new levels of giving in order to grow the major donor portfolio

### **SECONDARY DUTIES AND RESPONSIBILITIES include the following:**

- Develops and implements policies, procedures and processes to assure an appropriate level of control and compliance with applicable laws, regulations, grant requirements and standards.
- Train, support, and lead Board members, staff members, and volunteers in development activities
- Collaborate with other staff regarding development and outreach efforts

- Interact with and provide information/reports to the Board as needed
- Participate in and support board's Development and Marketing Committee
- Assist with administrative and office responsibilities as needed
- Other duties as assigned by Executive Director

**COMMUNICATION and PROFESSIONALISM:**

- Interacts in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One
- Exhibits a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicates effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors
- Maintains confidentiality and security

**REQUIRED KNOWLEDGE, SKILL and ABILITY:**

- Ability to work in a team environment
- Knowledge of fundraising management and of events planning and management
- Excellent communication skills including outstanding written and verbal communication
- Must be flexible, dependable and responsive
- Ability to plan, organize and prioritize
- Ability to collect, maintain and analyze data
- Must be able to work independently
- Excellent time management skills and ability to multi-task and prioritize work
- Proficiency in the use of multiple computer competencies including word processing, presentation software, database and spreadsheet management, and social media platforms.
- Attention to detail and problem-solving skills
- Experience working with boards and board committees in fund development preferred
- Flexibility to occasionally work evenings, early mornings or weekends as needed
- Pass criminal background check
- Valid Driver's License

**EDUCATION and EXPERIENCE:**

- Bachelors degree in related field required, a certificate in Non-profit Management or Fundraising Management is an asset
- Two years of fundraising experience, with a proven track record and demonstrated success in major gifts and planned giving donor cultivation
- Must demonstrate the ability to work with a diversity of people with varied personalities and interests.

***Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.***