Position Title: Development Manager
Education: Bachelor’s Degree
Location: New York, New York, 10039, United States
Employment Type: Full-time
Report to: Director of Communications and Development
Working Relationships: Chief Program Officer; Chief Fiscal Officer; Chief Operating Officer; Office Manager
Employment Status: Exempt
Number of Direct Reports: 2 – Development Associate and Grants Coordinator

Position Summary: The Development Manager is responsible for supporting all fundraising functions of the Communications & Development team including funder prospecting, proposal writing, stewardship and outcomes management. This position ensures that annual funder base growth goals are met appropriately, as set by the Communications & Development Director and Founder & Chief Executive Officer. The Development Manager will assist the Communications & Development Director with building and maintaining relationships within the funding community. The ideal candidate will be a development generalist, with an ability to juggle competing demands with professionalism.

Tasks and Responsibilities: This statement of duties is for purpose of identifying this position but it is not limited to:

Key Duties:
• Develop and implement strategies for solicitation that will grow annual revenue from individuals, corporations, and foundations.
  o Manage all appeal campaigns
  o Manage and monitor online giving initiatives
  o Oversee foundation proposals
  o Liaise with Board of Directors for individual fundraising initiatives
  o Work collaboratively with other program areas to advance fundraising goals
• Meet with funders as determined by the Communications & Development Director
• In collaboration with the Communications and Development Director manage department’s workflow including overseeing departmental calendar that integrates direct mail, online giving, foundation proposals, awareness campaigns, newsletters and events
• Assist the Director of Communications and Development in evaluating the organization strategic master plan and develop a 5-year fundraising strategy
• Analyze new business opportunities for donor expansion.
• Reconcile records with fiscal department
• Monitor progress to goals on a monthly, quarterly, and annual basis

Management Responsibilities
• Manage new funder prospecting, including: research, analysis of fit, and proposal/grant writing;
• Oversee and monitor the processing and acknowledging of all philanthropic contributions to GEMS
• Supervise management of donor records on Salesforce and gift recognition
• Oversees and monitor all events management
• Oversees and monitor the coordination of third party fundraising
• Oversees and monitor the management of GEMS donors database
• Oversees and monitor all grants prospecting, cultivation, writing and reporting functions.
• Track progress of funder relationships and supervise maintenance of an outcomes database
• Support and coordinate fundraising volunteers
• Lead and manage fundraising activities of auxiliary fundraising group, e.g. Young Professionals, and steward relationships with committee members.
• Work in collaboration with the Director of Communications and Development to carry out selection of staff as necessary
• In collaboration with the Director of Communications and Development coach and develop staff including holding performance reviews.

Additional Qualifications:
• **Bachelor’s Degree required**
• 2–4 years experience working on a fundraising team, supporting overall fundraising goals of department
• Commitment to the vision and mission of Girls Educational and Mentoring Services
• Demonstrated record of conceiving and implementing fundraising strategies to successfully raise funds from various constituencies
• knowledge of fundraising concepts, proposal writing, and donor software and reporting;
• Ability to create systems, track progress to goals, and communicate this information regularly
• experience interacting with high level contacts, including board members, government representatives, foundation officials, corporate representatives and major donors
• Ability to build a strong team, inspire and motivate others by example.
• Adept at managing multiple projects and complex situations.
• High energy, self-managing, entrepreneurial personality
• Strong planning and organizational skills
• Ability to gather and synthesize data
• Adapts strategy to changing conditions and communicates changes effectively.
• Speaks clearly and effectively in positive or negative situations.
• Writes clearly and informatively, varies writing style to meet specific needs.

**Job Competencies**

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<tr>
<th>Attention to Detail</th>
<th>Attitude Toward Others</th>
<th>Emotional Control</th>
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<tr>
<td>Empathetic Outlook</td>
<td>Excellent written and verbal communication</td>
<td>Flexibility</td>
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<tr>
<th>Following Directions</th>
<th>Initiative</th>
<th>Meeting Standards</th>
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<tr>
<td>Multitasking</td>
<td>Personal Accountability</td>
<td>Project/Task and Goals Focus</td>
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<td>Respect for Policies</td>
<td>Team Player</td>
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**Behavioral Competencies**

| Adaptable | Organized Workplace |