



De Marillac Academy

Enter to Learn. Leave to Serve.

DEVELOPMENT MANAGER

Reporting to the Director of Development, the Development Manager joins a Development Team responsible for the comprehensive fund development program in support of a \$4.2 million annual budget, 97% of which is funded by individual donors, foundations, and corporations.

The Development Manager works collaboratively with the Director of Development and Assistant Director of Development to provide critical operations and administrative support to the Development Department with emphasis on gift processing and analysis, annual appeal creation, event support, donor customer service, data management, and reconciliation using Raiser's Edge.

KEY RESPONSIBILITIES:

Database and Gift Processing

- Correctly process, record, and acknowledge all gifts, pledges and pledge payments.
- Maintain the Raiser's Edge database to ensure accurate, updated, and relevant constituent information.
- Collaborate with the Finance department for monthly reconciliation.
- Produces exports, queries and reports from Raiser's Edge for all fundraising and communication initiatives.
- Serve as the department's expert on Raiser's Edge; develop and implement plans and procedures to improve the integrity and use of the database.
- Provide administrative support to the Director of Development and President in prospect research, donor tracking, information management, reporting, and special events.
- Explore opportunities to use other technologies and services to achieve departmental goals.

Event Support

- Serve as the department's expert on Greater Giving software and ensures data ties between Greater Giving and Raiser's Edge.
- Ensure accurate and thorough data management associated with the Annual Scholarship Benefit event, which raises approximately 30% of DMA's annual operating budget.
- Manage event database creation, guest registration, check in and check out, reconciliation and all associated data during the Annual Scholarship Benefit.



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- Manage guest list reports, communication lists and gift entry and acknowledgment for 1-5 additional smaller community events throughout the year.
- Provide support to overall event planning, organization and logistics for Annual Scholarship Benefit including check-in table, table assignments, and Fund A Need.

Social Media Management

- In coordination with the Assistant Director and Development Director execute on the communications plan, draft content for external communications, blogs and social networking platforms.
- Use creative means to plan, organize, and implement a range of social media content on Instagram, Facebook, Twitter, and LinkedIn.
- Develop a content calendar for these sites.
- Manage and audit the data analytics for overall social media performance.
- Stay informed and current on existing and emerging social media platforms to grow De Marillac's social media presence on the internet.

Appeal Management

- In collaboration with the Development Team assist in setting annual giving goals and develop and drive a master plan and calendar for all annual giving activities.
- Manage a portfolio of monthly and annual fund donors, cultivating and maintaining positive and on-going relationships.
- With the support of the Development Director and Assistant Director, write effective and persuasive direct mail and digital appeals, recommend segmenting and oversee mailing processes.
- Manage timelines for various appeal activities to ensure strategic plans and critical fund-raising processes are carried out in a timely manner.
- Manage special, seasonal campaigns like Giving Tuesday, Christmas cards.
- Provide content for additional written communication and marketing efforts such as newsletters, e-news and De Marillac website.

Other Responsibilities

- Provide backup support at the Academy: helping in classrooms, participating in family check-ins and student advising groups, chaperoning field trips, covering non-teaching roles throughout the school when teachers are out. Participation in these activities is encouraged to ensure team collaboration at De Marillac, and such activities often inspire new ideas and increase program knowledge for the Development team.
- Participate in Professional Development days and school activities.
- Maintain DMA's website, making periodic updates to content and staffing pages.



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- Take photos of school life, events, and faculty/staff headshots for DMA website, social media, and fundraising collateral.

PROFESSIONAL QUALIFICATIONS AND PERSONAL QUALITIES

Education and Experience

- Bachelor's degree or comparable work experience required.
- At least 2-3 years of experience in the nonprofit development field.
- Demonstrated experience with data analysis and database management.
- Experience in professional social media management.
- Experience providing a high degree of professional customer service.
- Proven success in managing and maintaining collegial and professional relationships.

Technical Competencies

- Experience with Raiser's Edge NXT or comparable fundraising database
- Experience with Greater Giving preferred.
- Strong proficiency in Microsoft Excel and Word.
- Proficiency in G-Suite, powerpoint and social media platforms including Instagram, Facebook, Twitter and LinkedIn.

Skills and Abilities

- Strong interpersonal, written and verbal communication skills to engage effectively with diverse constituencies, including, but not limited to: students, alumni, Trustees, Development Council members, individual donors, foundations, corporate and community partners, colleagues, volunteers and vendors.
- Passionate commitment to social justice and educational equity.
- Analytical and problem-solving skills.
- Strong attention to detail; organized and systematic follow-through; ability to balance competing priorities in a small team within a fast-paced environment.
- Ability to foster an environment of teamwork and thrive in times of change and growth.
- Ability to work independently, prioritize workflow and plan effectively.
- Enthusiastic and resourceful, with an interest in participating in a fun, engaging and humor rich work environment.

Other

- Ability to work long hours at a computer.
- Ability to work occasional evenings and weekends.
- Ability to lift 30 pounds.



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THE ORGANIZATION

De Marillac Academy exists to honor and celebrate the unique gifts and talents of our students, so that they find their voice, reach their potential and serve the community. Grounded in family partnerships, our all-scholarship fourth through eighth grade Catholic education serves the heart of the Tenderloin and surrounding neighborhoods. Through the graduate support program, we embark on a 15-year journey with our students and continue to provide educational, personal and financial support to each of our students and families after they graduate from our academy.

De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today De Marillac serves 105 fourth through eighth grade students, almost 400 alumni through the Graduate Support Program, and almost 300 school families.

MISSION AND VISION

Inspired by the inherent and unique gifts of our students and graduates, De Marillac Academy, located in the Tenderloin neighborhood of San Francisco, ignites academic, spiritual, and social-emotional growth through a Lasallian Vincentian Catholic educational experience.

In partnership with families and community, through an all-scholarship 4th-8th grade Academy and Graduate Support Program, we accompany our students through middle school, high school and into early adulthood, as they develop a strong sense of self, purpose, and service to others.

COMPENSATION

Salary is commensurate with qualifications and experience. A comprehensive benefits package is provided, including a transportation stipend. Opportunity for weekly remote work day available. Other incentives include spiritual formation opportunities and year-long professional development.

START DATE

Position anticipated to be filled as soon as possible.

APPLICATION PROCEDURES

Please email a cover letter and resume to hr@demarillac.org