



JOB DESCRIPTION

JOB TITLE:	DEVELOPMENT MANAGER	DEPARTMENT:	COMMUNITY AFFAIRS
SUPERVISOR:	DIRECTOR OF COMMUNITY AFFAIRS	PROGRAM:	KIDS CENTRAL, INC.
NAME:	EFFECTIVE DATE:		

JOB SUMMARY:

The Development Manager’s role is essential to maintain and grow donor/sponsor base for Kids Central. The Development Manager will work closely with the Director of Community Affairs to achieve annual fundraising goals, execute fundraising events and build & maintain relationships. The Development Manager must be very comfortable communicating in multiple formats to current and prospective donors, sponsors and stakeholders regarding the organization’s mission, vision, values, and various philanthropic opportunities. He/she must be creative, entrepreneurial and detail-oriented. Additionally, he/she must be eager to establish new community partnerships with civic groups, businesses, nonprofits and individuals in the six counties served by Kids Central, Alachua, Citrus, Hernando, Lake, Marion and Sumter Counties.

ESSENTIAL FUNCTIONS:

- Manages, under the direction and guidance of the Director of Community Affairs and Chief, donor communications and engagement activities including but not limited to: stewardship, acknowledgement of gifts, drafting written appeals, solicitation of event sponsorships, in-kind donation requests, event attendance initiatives and donation requests.
- Conducts research on prospective funders (individual, corporate, and foundation).
- Assists in development-related data reports detailing fundraising results
- Assists in the planning and executing of fundraising events
- Raises awareness of Kids Central and its work at local levels (speaking to groups, etc.)
- Assists in developing and coordinating web-based fundraising
- Manages and updates databases to record donor contact and preference information
- Executes donor and prospect communications as planned for the year in coordination with the Director of Community Affairs and Chief, which may include mail appeals, e-appeals, e-newsletters, annual report content, e-blasts, etc.
- Works with Director to recognize donors and sponsors via web-based methods, signage and/or social media
- Completes paperwork documenting donations
- Responds to donor questions and requests
- Maintains existing sponsor relationships and helps develop new sponsors through effective communication
- Converts new sponsors into committed supporters through identification of shared goals and values
- Remains apprised of trends or issues in relevant industries that affect business climate or culture and economic environment that could impact fundraising
- Other job duties as assigned

This list of functions is not intended to be exhaustive. Kids Central reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

- Education/Experience
Bachelor's degree required (Business, Sales/Marketing, Social Services or other related fields)
Minimum of 3 years experience working in development and/or fundraising
Sales/Marketing/Public Relations experience preferred
Excellent verbal and written communication skills
Exceptional organizational skills and attention to detail
Flexible and comfortable in a fast-paced environment with excellent follow-through
Ability to work both independently and as part of a collaborative team effort
- Licensure/Certifications
Ability to clear a Level II Background Screen
Valid Florida driver's license and insurable by agency's current insurance carrier

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to meet Organizational Core Competency standards
- Must have a keen attention to details
- Exceptional communications skills (verbal and written) with the ability to speak publicly and interact with a variety of audiences
- Time management skills - managing one's own time and respecting time of others
- Ability to work under pressure
- Ability to work a flexible schedule, including occasional evenings and weekends
- Ability to work both independently and as a member of a team
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Knowledge of design-based programs such as Canva
- Proficiency in social media platforms (Twitter, Facebook, YouTube, and LinkedIn)
- Ability to travel up to 50% using own vehicle
- Ability to safely operate a motor vehicle
- Communicating with supervisors, peers or subordinates – Providing timely and appropriate information to supervisors, co-workers, and subordinates by telephone, in writing, e-mail and in person
- Must be able to lift, pull, and push up to 50 lbs.
- Must be able to work in various indoor facilities and outdoor environments with varying weather conditions
- Work in a multitude of social settings and with customer segments

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Job hours for this position are standard 8am – 5pm, unless otherwise directed.

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

EMPLOYEE ACKNOWLEDGEMENT

I, the undersigned, have read and understand the requirements of this position as outlined in this job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities I, also, understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established agency policies and performance standards.

Employee Signature	Date
Supervisor Signature	Date

HUMAN RESOURCE CLASSIFICATIONS

Position Code:
Employment Status: Full Time
Pay Grade: 10
EEO Classification: 2.1 - Professional

Effective Date: 6/2/2021
FLSA Status: Non-Exempt
Pay Range:
W/C Code: