



Job Description

Position Title:	Development Manager	FLSA Status:	Hourly <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>
Department:	Development	Reports To:	Executive Director
Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Position Summary:	The Development Manager will plan and implement a comprehensive fund development plan that includes a variety of giving programs, such as annual giving, grants, special events, major gifts and planned giving. Work collaboratively with all departments to create and implement a strategic communications plan that promotes WACOSA's fundraising goals.		
Essential Duties:	<ul style="list-style-type: none"> • Manage all aspects of fund development to support financial stability and advance WACOSA's mission. This includes the following areas: <ul style="list-style-type: none"> ○ Annual Giving ○ Grant Writing ○ Special Events ○ Major Gifts ○ Planned Giving ○ Endowments • Plan and implement a comprehensive fund development plan. • Manage all fundraising activities related to giving campaigns, grants, special events and more. • Lead donor relations to support and retain existing donors, as well as identify and cultivate prospective donors for various giving programs. • Represent WACOSA at various community events as appropriate to support fundraising responsibilities and generate organization awareness. • Manage full range of grant activity, including research, proposal creation, submission, reporting, etc. Work closely with Executive Director, Admin Team and Leadership Team to complete all phases of grant process. • Plan and coordinate fundraising events, including benefit breakfast, donor appreciation events, donor tours, etc. • Support the Executive Director, Administrative Team, Leadership Team and Board of Directors in all aspects of fundraising. • Facilitate volunteer Board Fund Development Committee • Participate on Community Outreach Team to effectively support cross-functional efforts. • Lead volunteers, including but not limited to Fund Development and event planning committees, as appropriate. • Maintain donor records and prepare summary reports of fundraising activities for the Administrative Team, Leadership Team and Board of Directors. • Work with third party vendors to coordinate giving campaigns, events, etc. • Work with the Admin Team to create and implement a strategic marketing plan for development including brochures, agency newsletter, Annual Report, direct mail, advertising, website content, e-blasts, and events that promote WACOSA's fundraising goals. 		
Other Duties	<ul style="list-style-type: none"> • Interact and communicate with and about clients in a respectful manner. • Work with various department managers to assess needs and collect information to successfully coordinate development and communications activities. • Maintain understanding of organizational history and programs to assist with collection of pertinent information for development and communications purposes. • Participate in employee orientation to educate new hires about WACOSA's fund development vision and their role in supporting this effort. • Perform other duties within the department or other areas as assigned. 		
Team Member Responsibilities	<ul style="list-style-type: none"> • Work as an active and participatory member of the team using the guiding principles The WACOSA Way. • Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns. 		



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	<ul style="list-style-type: none"> • Maintain positive and open communication with co-workers, supervisors, external customers, interdisciplinary team members (IDT), and all others you come in contact whom represent our consumers. • Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned. • Regular and predictable attendance is required in order for WACOSA to ensure staff to client ratios required by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies. • Provide transportation to consumers according to transportation policy and assignment. • Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines. • Maintain a clear and safe work environment. • Provide interaction with consumers and mentoring that results in increased: <ul style="list-style-type: none"> ○ Independence in all areas of their day ○ Healthy social interactions ○ Self-regulated behaviors ○ Opportunities to use skills in decision making ○ Work opportunities and productivity ○ Opportunities for consumer Self-advocacy ○ Continuous use of person-center principles
Physical Demands:	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> • The ability to talk and hear. • Intermittent bending/twisting/reaching. • Use of hands to finger, handle or feel. • Extended periods of time sitting completing desk work. • Ability to observe visually. • Must be able to lift, push, pull, or support up to 25 pounds
Work Environment:	<ul style="list-style-type: none"> • Travel regionally as needed. • Regularly required to work with others. • Generally quiet office environment.
Safety and Ergonomic Requirements:	<ul style="list-style-type: none"> • Must practice safe work practices at all times and report any unsafe conditions immediately. • Attend and participate in all required safety trainings. • Follow all personal dress requirements according to the established dress code and safety requirements.



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Qualification Requirements:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education/Experience</p> <ul style="list-style-type: none"> • Bachelor’s degree or equivalent in fundraising, communications or public relations. • Two years demonstrated experience with fund raising, annual giving, grant writing, special events, public relations or corporate communications. • CRFE certification preferred. • Major gifts and planned giving experience preferred. <p>Language Ability</p> <ul style="list-style-type: none"> • Ability to read, analyze and interpret complex legal and governmental documents. • Excellent interpersonal and relationship building abilities. • Ability to convey information on complex topics to management, public groups and/or board of directors. • Ability to speak publicly. • Ability to write speeches and articles for publication. <p>Math Ability</p> <ul style="list-style-type: none"> • Ability add, subtract, multiply and divide whole numbers, fractions, and decimals. • Knowledge of American monetary unites required. <p>Reasoning Ability</p> <ul style="list-style-type: none"> • Ability to solve practical problems where only limited standardization exists. • Ability to interpret a variety of instructions furnished in written, oral, or schedule form. • Ability to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion. <p>Computer Skills</p> <ul style="list-style-type: none"> • Proficient with Microsoft Office, CRM software, grants research software and various forms of social media (Facebook, Twitter, LinkedIn). <p>Certificates, Licenses and Registrations</p> <ul style="list-style-type: none"> • Need to have a valid driver’s license and insurable driving record.
Signature:	<p>My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.</p> <p>Employee Signature _____ Date _____</p>