

Wesley Community Center Development Manager

Department: Development
FLSA Status: Exempt
Job Status: Full-time
Reports To: Development Director

Position Description: The Development Manager will work in close coordination with the Director of Development to develop and implement the organization's strategic fundraising plan, including annual fund and fundraising events. The Manager will assist with the identification, cultivation, and solicitation of corporate, individual, and foundation contributions to support Wesley's general operations and programs. The Manager will also be responsible for overseeing development systems.

Essential Functions **% Job**

Development Functions **100%**

- Coordinates and plans all aspects of Wesley's annual fund campaign, including the design, creation, and production of two print and two digital direct mail solicitations each year.
- Monitors all revenue and expenses for annual giving efforts to ensure adherence to the budget.
- Ensures proper donor recognition and stewardship of all donors including: composing thank you letters, contributing content and overseeing mailing for quarterly newsletters, and planning stewardship events
- With the Development Director staffs the Development Committee to engage members in fundraising activities
- Works with Director of Development and volunteer committee members to plan all aspects of two annual fundraising events each year including venue coordination and day of event management.
- Assist with fundraising/sponsorship solicitations for fundraising events and ensure fulfillment of donor benefits.
- Oversee the donor database (Raiser's Edge), including gift entry, constituent coding, regular reconciliation with Finance Department, database organization and reporting.
- Build, update, and manage online giving web forms, specific to giving initiatives and events.
- Create frequent and varied development reports to analyze income, track progress, and advance donor stewardship and cultivation.
- Identify new donor prospects and assist in cultivating current, lapsed, and potential donors.
- Assist with creation and communication related to planned giving.
- Assist with any additional campaigns as appropriate.
- Provide vision, energy and passion for Wesley's mission, values and integrity in all aspects of the job.
- Other development functions as required.

Salary Range: \$50,000 - \$60,000

Skills, Abilities, Knowledge:

- Excellent written and oral communication skills and interpersonal skills
- Extremely detail oriented with demonstrated organizational and task management abilities
- Ability to work independently and take initiative
- Sound judgement in decision-making and exceptional boundaries related to confidential information

- Competency in organizing special events, direct mail, and budget development/management
- Ability to represent Wesley with a high level of integrity and professionalism
- Team player who can interface with all levels of staff, volunteers, and community members
- Knowledge of Raiser's Edge or similar donor-management web-based and/or software system
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and Teams
- Ability to work occasional evenings and weekends as needed

Educational Qualifications and Experience

- Bachelor's degree preferred, with emphasis in non-profit management, business, communications, public relations, journalism, or English
- Proven track record in developing successful donor relationships
- 3-5 years' experience in nonprofit fundraising

To apply:

Apply at www.tinyurl.com/wesleycareer

Work/Physical Requirements: While performing the duties of this job, the employee is regularly required to talk or hear; the employee is frequently required to sit; the employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl; the employee must occasionally lift and/or move up to 10 pounds; specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus;

Date Job Description Became Effective: January 18, 2022

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job. I have read and agree to the duties outlined above and understand that in order to adjust to changes in business, it may be necessary to modify the job, add to or remove certain duties and responsibilities, or be reassigned to an alternate position. This statement does not alter the "at will" status of employment at Wesley Community Center.