

POSITION DESCRIPTION

Last Updated: April 2018
Position Title: Development Manager, Foundation Relations
Supervisor: Chief Development Officer
Status: Exempt

SUMMARY

Support a comprehensive strategy to meet the association's revenue goals with a focus on philanthropic foundation support. Work closely with program staff and association leadership to identify prospects, develop cultivation plans and produce compelling proposals to support NFPRHA's ongoing programs and special projects. Manage the funding cycle, with special attention on development operations and fundraising systems.

KEY RESPONSIBILITIES

- Research, identify, cultivate, solicit and steward a portfolio of foundation prospects
- Generate revenue for programs and services through timely submission of thoroughly researched, well-written, and fully documented fundraising proposals and solicitations
- Develop proposal and grant request strategies matching NFPRHA's needs/opportunities with foundation and donor interest and capabilities; recommend solicitation amount
- Establish, track, and maintain up-to-date funding calendar and manage prospects in fundraising management database
- Manage and execute weekly gift processing to include gift entry, acknowledgements and tax receipts for all contributions; design and deliver departmental reports as needed
- Participate in implementation of new AMS software
- Prepare written reports in compliance with grant requirements
- Propose programmatic funder cultivation plans and events
- Liaise with program staff and marketing/communications to create print and digital materials that support fundraising activities
- Manage development-related activities related to conferences including event or exhibit prospects as assigned

EDUCATION & EXPERIENCE

- Bachelor's degree required

- Minimum of three years' experience in fundraising including demonstrated success in foundation grant submissions

Skills & Attributes

- Proven ability to communicate persuasively and translate complex data and concepts into action-oriented information for external audiences
- Ability to develop and maintain relationships with external constituents
- Excellent problem-solving skills including identifying and recommending solutions
- Excellent oral and written communication skills; demonstrated excellent grammar and proofreading skills
- High degree of organization with demonstrated ability to work with multiple projects, priorities and to meet deadlines
- Demonstrated ability to adjust strategies and work plans in real time
- Excellent listening skills and ability to appropriately use information
- Ability to exercise sound judgement
- Demonstrated strategic thinking and analytical ability
- Detail oriented with strong follow-up skills
- Ability to make timely decisions
- Advanced computer, relational database, web, and social media skills
- High degree of familiarity with fundraising management protocols
- Proven ability to work collaboratively in a team environment to achieve common objectives
- Good sense of humor
- Ability and willingness to maintain confidentiality
- Ability and desire to work with people of diverse backgrounds
- Strong commitment to NFPRHA's mission

SPECIAL CONSIDERATIONS

- Willingness and ability to travel to meet project/program requirements
- Willingness and ability to schedule occasional commitments outside of regular office hours

How to Apply – Submit a cover letter and resume to hr@nfprha.org; please include "Development Manager" in the subject line. No phone calls.