

Development & Community Engagement Manager Job Description

Reports to: CEO

PTE: 18-24 hours/week

Hourly rate: \$30 - \$40/hr.

POSITION SUMMARY: The Development & Community Engagement Manager is an “at-will” employee. The Development Manager, plans, manages, and implements all aspects of Girls Inc. of Greater Houston’s (GIGH) fundraising strategies, campaigns, and activities, as well as all organizational communications. Primary activities include donor acquisition, stewardship, and retention, as well as marketing the organization to increase public awareness of our mission and volunteer recruitment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fund Development/Volunteer Recruitment

- Plans, implements, and directs the organization’s development plan designed to meet the goals and the objectives of GIGH as approved by and in collaboration with the CEO.
- Strengthens fundraising systems and capacity to diversify/increase contributed income.
- Plans and oversees the annual campaign and other direct mail and solicitations.
- Manages the cultivation and stewardship of volunteers, donors, gift processing, and reporting functions, ensuring that all donors receive timely acknowledgements of their gifts.
- Manages and optimizes use of GIGH’s donor database system.
- Organizes and directs special events, including the solicitation of sponsors and coordination of logistics, in cooperation with the CEO, event committee, and volunteers.
- Seeks out and supports participation in new fundraising opportunities, focusing on ROI.

Donor Meetings

Provide administrative support for the Development Committee, donor prospecting, cultivation, and other solicitation related meetings. This includes setting meetings, research and prepare materials for meetings, and follow-up tasks after meetings.

Special Events

Assist in planning, coordinating, and executing logistics for special events, including but not limited to cultivation and donor receptions and fundraisers including luncheons and galas.

- Assist in planning for annual donor and prospect events and provide support to the fundraising event team, acting as lead in logistics as well as technology, and registration.
- Output lists and event reports from database as requested. Maintain RSVP lists for donor related events.
- Assist with producing and mailing underwriting letters and invitations.
- Assist in coordinating the production of the annual Strong, Smart, & Bold event.

Proposals and Annual Fundraising Appeals

- Develop and execute direct mail fundraising appeals.
- Prepare documents for proposals submission and follow-up reporting; maintain all digital and paper proposal files.
- Assist in editing monthly newsletter, proposal drafts, donor communications, and other promotional materials as needed.

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Communications

Works in conjunction with the CEO and any third-party consultants to develop outreach and marketing information and materials to be used by GIGH in communicating the organization's mission to supporters, including writing, and editing content for the annual report.

NON-ESSENTIAL FUNCTIONS:

- Analyzes current processes and procedures and makes recommendations to improve efficiencies and quality of services.
- Performs all other duties and completes special projects as assigned by the CEO.

KNOWLEDGE, SKILLS & ABILITIES:

- The ability to work with and motivate a broad spectrum of people, including volunteers, staff, and donors.
- Excellent written and verbal communication skills that enable the composition and delivery of written and verbal presentations to individual, corporate, and foundation donors.
- Experience with prospect and donor development, records management, and database management.
- A focused and disciplined work ethic, along with the ability to work on independently and on team-oriented projects.
- Skill, ability, and willingness to advocate for and maintain a workplace culture of teamwork, support, understanding, respect, and inclusiveness, along with conflict resolution and accountability and be an active member of the Leadership team.
- Skilled in presenting Mission, Vision and Strategies to Donors, Boards of Directors, and other high-profile stakeholders
- Proficiency with MS office, Outlook, Excel, Word, and PowerPoint
- Ability to prepare, analyze, interpret, and report on agency data
- Experience with Constant Contact and Blackbaud/NXT is a plus
- Enthusiastic, organized, detailed oriented, self-starter, self-motivator
- Able to prioritize projects and meet deadlines.
- Available to work some evenings and weekends for special events and receptions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree preferred or commensurate experience in the field of fund development
- Knowledge of fundraising rules and regulations.
- Experience with constituent relationship management systems.
- Minimum 5 years' experience in development/fundraising experience and special events required.
- The ability to work with diverse groups of clients, volunteers, supporters, and donors.
- Committed to the mission of Girls Inc. to inspire all girls to be strong, smart, and bold.

TO APPLY: Send resume and cover letter to: CandBhrconsulting@yahoo.com

Attention: Bobbie Jones