

Educational Programs Inspiring Communities, Inc.

707 Lehman Street
Houston, Texas 77018
713-692-4278



Development Manager Job Description

Summary of Position

The **Development Manager** position is a full-time exempt position at Educational Programs Inspiring Communities, Inc. (The H.E.A.R.T. Program) that will provide management, strategy, logistics, organizational tactics and project management in HEART's areas of Special Events, Individual Giving, Grants, Volunteers, Marketing, and Prospect Research, while managing maintenance of key development systems including donor acknowledgment and donor database, records and filing. The position will be involved with all development activities within the organization.

Supervisory and Reporting Responsibilities

The Development Manager reports to the Executive Director (ED).

General Responsibilities

- Works with the ED to plan and set donor visits and attends donor meetings. Conducts research on local and state-wide prospects, individuals, corporations and foundations, to expand HEART development efforts.
- **Special Events.** Coordinates special events for the agency, including the annual luncheon, golf tournament, and silent auction events as well as cultivation and new events. Handles event logistics and is the on-site point person for assigned events. Has the primary responsibility for the planning of assigned events in coordination with staff, volunteers and any other personnel.
- **Grants.** Coordinates the grant requests and reports and maintains the grants calendar. Is the liaison for all grants including writing grants and providing reports on grants. Keeps track of information and deadlines for upcoming submissions and reports. Carefully proofreads all grants prior to ED review. Ensures that HEART adheres to all grant deadlines for submissions and reports. Maintains back up documents for grant requests. Helps plan strategy on foundation submissions.
- **Annual Partners.** Helps plan and oversee HEART's Annual Partner program. Research and solicit current and new Annual Partners.
- **Individual Giving.** Helps execute HEART's annual giving program including building prospect lists, campaign materials and communication pieces, manage donor lists and mail outs, and track results. With ED, board and volunteers, solicits individuals for donations, explaining the opportunities and benefits. Manages donor cultivation and stewardship events including donor communications, invitations, tracking and assembling donor packets and attending events, Creates and manages donor recognition materials including listings and signage.
- **Stewardship.** Ensures all donors are thanked and appreciated in a timely manner.

- **Volunteers.** Recruit, train, and manage volunteers for the organization. This includes corporate and individuals for concessions and special events.
- **Development Office Systems.** Works with the HEART donor database (currently Little Green Light) to accurately track all donations. Prepares regular and accurate reports on development status. Manages the donor acknowledgement system for all donations and sponsorships. Manages gift entry. Coordinates an effective filing system for all donations, solicitations, grants and proposals.

Other Responsibilities

The Development Manager will be involved with coordinating marketing activities and volunteer activities as directed. The Development Manager must be directly engaged in the mission of the agency and regularly participate in mission-driven activities, including assisting at concession events, vending runs, warehouse activities, and classroom activities. Other general administrative and development support as needed.

Qualifications

Bachelor's degree required. Two years fundraising experience minimum. Proficiency in Microsoft Office Suite. Superior written and verbal communication skills and organizational skills. Flexible and self-motivated personality.

Key Selection Criteria:

- The ability to work with and motivate a broad spectrum of people ranging from board members, clients and donor prospects.
- A working knowledge of the psychology, principles and techniques of volunteer recruitment and management, major gift solicitation, and capital campaigns.
- A proficiency in grant writing and an understanding of the process of foundation research, cultivation and solicitation.
- A conviction that fundraising and/or stewardship are essential dimensions of effective organizations.
- Familiarity with the literature of the development field.
- Familiarity with fundraising software and computers.

Ideal Personal Profile:

Professional fundraising, gift solicitation, and grant writing experience

Excellent verbal and written communication skills

Well-organized, systematic thinker

Disciplined, strong work ethic

Commitment to the mission and values of the organization

Experience planning large-scale special events such as galas and golf tournaments.

Includes salary \$65K-\$75K (DOE) and benefits package including medical, dental, PTO, disability, life insurance, and retirement package.

Please submit cover letter and resume to Seth Malin, Executive Director

smalin@heartprogram.org