



Development Manager - Development

Salary Range: \$58,177.60 – \$87,152.00 annually

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PURPOSE OF JOB

The Development Manager is responsible for front-line fundraising, including identification, cultivation and stewardship of annual giving and select major giving donors. This position will also be assigned special projects in conjunction with fundraising efforts, such as qualifying planned giving prospects, and will be tasked with special event fundraising including management of the event committee. They will also supervise the Development Assistant and work closely with the Development Director to support lead generation, prospect discovery and manage donor relationships.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Bachelor's Degree from an accredited college or university required.
2. At least 5 years' experience in fundraising, development, sales or similar experience; experience as a front-line fundraiser preferred.
3. Experience with grant writing, event management and administration a plus.
4. Strong organization and analytical skills. Coordinates and manages multiple tasks, anticipates needs and gives attention to detail.
5. Strong written and verbal communication skills with ability to tailor communications with volunteers, donors, Library customers, community, colleagues, and diverse audiences.
6. Strong interpersonal skills, ability to interface professionally, build effective working relationships, relate well and build appropriate rapport, and ability to navigate challenging situations and conversations.
7. Time management skills; able to work independently with initiative.
8. Ability to maintain confidentiality when working with sensitive information.
9. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.
10. Familiarity with Raiser's Edge fundraising database is highly preferred.
11. Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

QUALIFICATIONS AND REQUIREMENTS

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WORKING CONDITIONS AND PHYSICAL DEMANDS

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions).

Work requires minimal demand for physical effort.

SCHEDULE

Monday–Friday 8:00am-5:00pm