

ROYCROFT CAMPUS CORPORATION

Title: Manager of Development

Summary: Under the supervision of the Executive Director (ED), the development manager is responsible for planning, directing and managing a comprehensive development program designed to meet the operating and capital fundraising goals of the organization. Maintains existing and cultivates new donor relationships.

Duties & Responsibilities

- Design, implement and manage a comprehensive development program to maximize annual operating support, sponsorships and special project/event funding.
- Oversees and implements a plan that includes annual and long-range dollar goals, objectives, and strategies for identifying, cultivating, and soliciting major individual gifts, foundation grants, and corporate gifts and sponsorships.
- Maintains effective relationships with board members, community leaders, donors, fundraising volunteers and members of the administrative staff.
- Works closely with the development committee and Executive Director to determine fundraising goals and strategies.
- Leads development of strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects.
- In coordination with the Executive Director, builds and sustains relationships with current, new and potential grant-giving organizations and individuals. Maintains an accurate grant calendar.
- Manages individual donor campaigns to include an aggressive membership recruitment and retention program and special appeals.
- Manage departmental revenue and expense budgets that correspond with the established goals of the organization's annual and long-range plan. In coordination with the Executive Director and Treasurer provide suitable documentation of budget assumption in support of revenue and expense targets.
- Ensures that an effective database for fundraising purposes is maintained and oversees that donor recognition, acknowledgements and benefit programs are maintained accordingly.
- Performs other duties as assigned by the Executive Director.

Qualifications, Knowledge & Skills

- A Bachelor's degree is required; an advanced degree is preferred
- Thorough knowledge of fundraising principles
- 3-5 years proven success in non-profit development
- Ability to interact comfortably with a variety of constituents and community leaders
- Skilled in creating powerful, compelling written and oral communications for fundraising
- Effective at working with others to reach common goals and objectives
- Proficiency in Microsoft Office, Excel, Data Bases, and PowerPoint.

Respond by Friday, September 4, 2015 to Curt Maranto, Executive Director at cmaranto@roycroftcampuscorp.com.