

Epworth Village, Inc.
Job Description

Title: Development Manager
Department: Administration
Supervisor: CAO
Classification: Exempt

Position Description: The Development Manager serves as the primary point of contact for internal and external constituencies on all matters pertaining to public relations. Oversees internal and external communications, fund development, fundraising, donor development and relations and public relations. Serves as a member of the management team. Works independently on projects, from conception to completion and handles a wide variety of activities and confidential matters requiring confidentiality and discretion.

I. Responsibilities

- A. Public and donor relations
- B. Development/Fund Development
- C. Other duties/Member management team
- D. Agency commitments

II. Primary Job Duties

A. Public and donor relations

1. Develops and implements effective communications, including electronic, website, email lists and other electronic/virtual apps including web and social media applications, to clearly, effectively and regularly promote Epworth Village, update supporters and donors with Epworth stories, updated needs list, recruit volunteers, promote volunteer projects, etc.
2. Coordinate, create, collaborate with marketing professionals to produce copy and distribute information including Epworth presentations, press releases, newsletters, brochures and/or video as needed, maintain "needs" list and promotional materials.
3. Responsible for building trust-based, sustainable relationships with donors. Assist in developing and implementing a donor stewardship and engagement program to attract new donors, retain / cultivate existing donors and ensure meaningful partnerships with donors that develops personal connections to the mission, ensures donors are cared for and appreciated for their support and increases their level of engagement and annual giving. Ensures proper acknowledgments to donors for donations and support; supports CEO in maintaining donor and foundation relationships.
4. Utilizes CRM software to develop donor information, enter donor data contact and contribution data, analysis, produce reports, maintain accurate mailing list, generate mail-merge materials and produce donor acknowledgement letters.
5. Represents organization and presents information at a variety of local and regional events, United Women in Faith meetings and conferences, United Methodist Churches and civic groups.
6. Responsible for implementing and maintaining partnership program(s) to bring awareness of the organization's mission, programs and initiatives and cultivate donor support; including Epworth Partners Program which involves arranging and maintain Epworth Mission Interpreter (EMI) speaking engagements, utilizing and coordinating partners and EMI for Epworth Village representation at various events throughout Nebraska and Great Plains Annual Conference.
7. Coordinate special events (Fundraising events, PR events, holiday dinner, staff recognition, program tours, etc.); utilize volunteers to assist with such events.
8. Recruit, train and cultivate volunteers and oversee specific work projects of volunteers

B. Development/Fund Development

1. Develop annual fundraising plans for the organization and the Foundation and spearhead/support fundraising campaigns and efforts, which make include working closely with marketing/public relations consultant or company.
2. Responsible for fundraising event planning and execution utilizing volunteers; currently one annual major fundraising event.
3. Develop and maintain strong working relationships with program staff to obtain information for major gifts, potential donors, funding proposals, grant-funded program updates, and success stories to draft and share with donors, etc.
4. Coordinate, plan/develop, prepare and submit grant applications for new initiatives and current program improvements.
5. Assists with planning, development and implementation of new initiatives, programs and/or services.

C. Other Duties

1. Member of the Management Team and attends weekly management meetings.
2. Serve as staff liaison to the Foundation Board of Directors.
3. Attend classes, seminars and other training opportunities that will support individual development within the department.
4. Serve as staff liaison to board committees as assigned.
5. Work as a part of a team, act as a team builder, be a team partner with all staff.

D. Agency Commitments

1. Represent Epworth Village in a positive and professional manner at all times
2. Adhere to strict confidentiality concerning client, employee, financial and agency information
3. Exhibit an understanding of Epworth Village's vision and mission by adhering to all policies and procedures relevant to both employment and client treatment
4. Support all staff as they carry out their assigned duties

III. Position Qualifications

- Bachelor's degree in business administration, communications or related field required
- Preferred minimum of two years of experience working in a nonprofit or business setting, or development or communications position; experience with public and staff relations and event planning/management
- Forward looking, strategic thinker who actively seeks opportunities and proposes solutions
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, donors, and external partners
- Expert level written and verbal communication skills; possess the ability to interact and communicate effectively with all age groups
- Ability to meet high performance goals in a fast-paced working environment while handling multiple priorities, to work with little direct supervision and to establish and maintain specific goals and deadlines; excellent attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Constant Contact or other similar application and experience or ability to use CRM (donor database) software
- Ability to handle sensitive and confidential matters and documents; must maintain client, financial, staff, payroll and agency confidentiality
- Ability to flex hours for some weekend and/or evening commitments

Notice of Resignation: Thirty day written notice (preferred)

Revised: November 2022

Development Manager

Date

CEO

Date