

# MARSHALL COUNTY COMMUNITY FOUNDATION & UNITED WAY OF MARSHALL COUNTY

## JOB DESCRIPTION

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**Position Title:** Development Manager

**Status:** Exempt/Regular

**Hours:** 8:00-5:00

**Reports to:** Executive Director

### SUMMARY OF POSITION:

The Development Manager works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors. Is responsible for implementation of fundraising including annual fund, planned-giving, special events. In addition will assist the Executive Director in the major gifts program and capital campaign. This position involves managing individual and corporate gifts. The successful candidate will be responsible for developing fundraising campaigns, communicating with current and prospective donors, and assuring the entry of all data for donors in donor tracking system.

### MINIMUM QUALIFICATIONS:

- Passionate about CF's and UW's missions.
- Bachelor's Degree and a minimum of four years of relevant experience or equivalent combination of education and experience.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Proven track record of qualifying, cultivating, soliciting/closing, and stewarding annual and major gifts while building and sustaining relationships with volunteers, donors, and prospects.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Strong organizational and written, verbal, and listening communication skills
- High level of computer proficiency (Microsoft Office; Foundant's Community Suite a plus)
- Excellent problem-solving skills, research skills, and ability to follow through
- High level of integrity, sound judgement, and decision-making ability.
- Ability to maintain a high level of confidentiality, a professional demeanor, and to represent the organization in a positive manner at all times

### ESSENTIAL FUNCTIONS OF THE JOB

1. Work with Executive Director to develop tactical plans and measurable goals for MCCF.
2. Work closely with the Executive Director on the cultivation of major donors, fund holders, and planned giving prospects.
3. Oversees prospect research and maintains relationships with current and future donors.
4. Support fundraising strategies and methods or activities to ensure proper acknowledgment, recognition, and stewardship of donors.
5. Develop and manage hard copy and electronic donor records, including call contact reports, gift illustrations or stories, planned giving expectancies, important documents such as wills and trusts, contact information for

them, their family, and their professional advisors, account updates, new entries to appropriate funds/accounts, current and future value, and generate reports as needed using the donor/client database systems for MCCF and UWMC (Community Suite and Donation Tracker).

6. Oversee fundraising database and tracking systems including managing and updating a relationship database of current and potential donors.
7. Attend all Foundation events, ensuring that appropriate prospects as well as current fund holders and legacy society members participate.
8. With the Executive Director and Asset Development Committee Chair, develop agendas for meetings so that the committee can fulfill its responsibility effectively; develop an annual calendar to cover all crucial development issues in a timely fashion.
9. Maintain files on all Legacy Donors that includes information on the donors, the gifts they will leave, copies of important documents such as wills and trusts, contact information for them, their family, and their professional advisors, etc.
10. Maintain an accounting record for all legacy gifts, including estimated dates of receipt of gifts with present day valuations.
11. Manage special projects and carry out fundraising priorities.
12. Build working relationships with and serve as development liaison to professional advisors, community organizations, and community leaders and opinion makers to achieve successful fundraising.
13. Ensure that the Foundation maintains the highest standards of professional courtesy in interacting with people over the phone, in person, and through written materials.
14. Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with the code of ethical principles and standards of professional conduct for fundraising executives.
15. Actively engage Board members in identifying prospective fund holders and Legacy Society members.
16. Help the Board and Asset Development Committee determine accountabilities for Board members and help evaluate performance regularly.
17. Willingly perform any and all tasks as assigned by the Executive Director.
18. Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
19. Maintain ongoing communications with private and corporate donors.
20. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
21. Assist Executive Director in growing a major gifts program including identification, cultivation and solicitation of major donors.
22. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
23. Direct the annual fund program, including mailings and annual fundraising drives.
24. Assist Executive Director with capital campaigns and other major fundraising drives.
25. Coordinate fund raising special events.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (KSAP's)**

1. Demonstrated interpersonal skills necessary to deal tactfully and effectively with persons at all levels developing and maintaining productive relationships both inside and outside the organization.
2. Ability to work independently and in a team environment.
3. Ability to multi-task with attention to detail.
4. Proficiency in general office and administrative support and in operation of equipment and machines.
5. Demonstrated organizational and time management skills.

**SPECIAL REQUIREMENTS** *(includes equipment, hours, physical demands)*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment: This position typically works in an office setting with a controlled temperature environment.

Equipment: This position is required to maintain a working knowledge of all office equipment including personal computers and printers, telephone systems, copiers, etc.

Hours: This position typically works a full-time schedule Monday-Friday between the hours of 8:00 am and 5:00 pm, not exceeding 40 hours. Hours may be adjusted as per the Executive Director during high production times or tight project deadlines.

Physical Demands: Must be able to sit for long periods of time. Must be able to stand, climb stairs, walk, lift, carry, bend, and stoop. Must be able to perform fine motor skills. Hearing and visual ability required to read handwritten and/or typed documents, computer screens, etc. and answer telephone calls. Must be able to lift and/or move up to 10 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.