

## Development Manager

Reports to: Executive Director

Oversees: Administrative Assistant

Schedule: Monday – Friday, 9am-5pm, special events and evenings as needed

Salary \$75,000 - \$80,000

### Responsibilities and Essential Duties:

- Responsibility for the broad fundraising priorities and strategies for the society
  - Work closely with the Executive Director and Board of Directors to set annual and long-term development goals
  - Develop and manage an annual fundraising plan and budget
  - Represent the organization in the community in pursuit of fundraising goals
- Maintaining a robust annual fundraising calendar to support operational funding needs for interpretation, education, historic preservation, and public programming
- Management of day-to-day fundraising operations, including annual appeal, gift processing and acknowledgements, appointment setting, and donor and member communications/stewardship
  - Donor research and engagement to identify and cultivate new and increased gifts
  - Management of donor database in the Blackbaud Altru CRM System
  - Coordination of annual membership renewal and expansion within campaign strategy context
- Assist in the application and management of corporate, foundation, and government grants
- Coordination of comprehensive campaign efforts for the board with our campaign counsel
  - Serve as a point of contact and effective partner for the board
- Coordination of LRHS's major events (assisted by varying department heads per event)
  - Development, solicitation, and management of sponsorship levels, agreements, and benefit packages for programs and events
  - Introduce and manage new member and donor cultivation events/programs
- Other duties as assigned

### Requirements and Qualifications

- Bachelors' degree or equivalent experience
- 7 years professional development and fundraising experience
- Demonstrated experience exercising judgment, confidentiality, and diplomacy with donors
- Detail oriented
- Excellent written and verbal communication skills
- Familiarity with a donor management database, Blackbaud Altru preferred
- Excellent administrative skills
- Ability to work independently, handle a large volume of detailed work, and use good judgment in prioritizing work