



## **Development Manager Job Description**

**Reporting Accountability:** Reports to Development Director

This 30-40 hour/week position works as part of the Development Department.

### Position Summary

Candidate must be a self-motivated, goal and detail-oriented professional with experience in non-profit management/grant writing/fundraising or similar background and 2-5 years of relevant and progressive professional experience. Knowledge of the Fox Cities, Greater Milwaukee and Wisconsin philanthropic communities is highly desirable. Demonstrated ability to network and develop strong relationships is a must with the capability to manage multiple priorities within tight timelines and effectively set and manage priorities. Experience in grant writing and fundraising required. Experience in annual campaigns, prospect research techniques, donor database/tracking systems, social media marketing, newsletter/annual report development and implementation desired.

All responsibilities within this position are directly related to relationship building, development and fundraising for the well-being, financial stability and enhancement of Apricity and its mission.

### **Ideal Qualifications:**

- Excellent verbal and written communication and interpersonal skills.
- Min. 2 years-experience in grant-writing.
- Excellent organizational skills with the ability to multi-task.
- Experience with project management is desirable.
- Skilled in Microsoft Office Suite – i.e. Word, Excel and PowerPoint.
- Team oriented individual focused on team/organizational achievements.
- Self-Starter – able to work with limited supervision and on tight timelines.
- Good attention to detail, strong problem-solving skills and an inquisitive nature.
- Experience and comfort working with donor/fundraising databases desirable.
- Experience with Canva, social media, marketing and design desirable.

### Essential Duties and Responsibilities

Write grants and grant reports as planned in annual grant schedule/calendar. (These duties may be shared and/or split with other staff.)

Collaborate with executive leadership, development director/staff to develop, design, print and distribute case statements, annual report, annual appeal, fundraising campaigns, newsletters, planned giving and other relationship-building collateral.

Promote organization/campaigns through social media and eblast platforms.

Collaborate with development director/staff to solicit and manage sponsorship/match opportunities for fundraising campaigns.

Build, develop and facilitate community, business, individual, board member, volunteer relationships meaningful to the organization through informal and planned engagement sharing about organization, programs, updates, outcomes via written, phone or face-to-face interactions.

Work with staff as well as current and former clients and program participants to secure testimonials.

Compile and analyze program outcome data for use in internal and external reporting.

Strategize with executive leadership, development director/staff to develop volunteer, donor, collaborative funding and program partnerships for the organization.

Collaborate with development director/staff in developing and implementing donor Relationship Action Plans (planned touches with major/loyal donors).

Assist in managing the donor database including gift entry, donor acknowledgement process and donor database maintenance/updates/reporting/eblasts/etc.

Assist executive leadership, development director, development and other staff with other duties as assigned.

Attend occasional board of director, donor/funder, organizational meetings to promote Apricity programs/services.

**Job Specifications:**

Education: Associate's or bachelor's degree preferred.

Experience: Experience in a nonprofit development role/team and responsible for annual planning, grant/proposal writing and research, presentation preparation, public appearances, donor development and cultivation, annual giving and fundraising campaigns, planned giving, donor database management, communications, marketing and public relations are desirable.

Knowledge: Word, Excel, Power Point, Outlook

Skills: The ideal candidate is proficient in grant writing, Excel, Word and Power Point with strong problem-solving and relationship-building skills. Ability to work independently and in a team environment committed to excellence; possess excellent verbal and written communication skills; ability to plan, organize and meet tight deadlines with attention to accuracy and detail; ability to learn donor database program; ability to multi-task and proficient in time management.

Work Environment: Work is performed in an office environment with occasional remote work permitted. Work week hours and days may be flexible. 30-40 hours a week shall be planned. Local travel to Apricity's facilities may be required occasionally. General office hours are Mon-Thur 7:30-4 PM; Fri 7:30- 1PM+.

Competitive hourly wage based on qualifications, experience and skill.

To Apply:

Please send resume and cover letter to Apricity H.R. Rachel Hasenzahl at [rhasenzahl@apricityservices.com](mailto:rhasenzahl@apricityservices.com)