

## TITLE: DEVELOPMENT MANAGER

Reports To: Executive Director	FT/PT: Part-Time
FLSA Classification: Non-exempt	Department: Administration
Last Updated: May 12, 2023	Signature:

### JOB SUMMARY:

The Development Manager coordinates the overall fundraising efforts of the Company. This position is responsible for overseeing development operations, including planning and executing annual appeals, donor communications, grant research and writing, and database administration. This position also collaborates closely with the Executive Director to support the E.D.'s relationships with major donors.

### ESSENTIAL FUNCTIONS:

1. Work with staff and board committees on targeted appeals by writing and editing letters, composing digital and print layout, and coordinating production and mailing of all direct mail and email appeals and acknowledgements.
2. Manage the donor, volunteer, and ticketing database(s).
  - a. Ensure that donor contact and giving information is input into Circus Smirkus' database and is accurate and up to date.
  - b. Create data retrieval reports for donors, ticket buyers, camp families, alumni and other constituent groups.
  - c. Coordinate with tour staff to ensure that tour ticketing processes are established and functioning correctly.
  - d. Document database management processes and provide training and technical support to other members of staff.
3. Work with the Executive Director to support relationships with major donors and ensure consistent and engaging donor stewardship.
4. Manage all aspects of grant research and grant writing, including conducting grant and foundation research; tracking submission deadlines and reporting requirements; preparing and submitting grant proposals and reports. Coordinate with external grants consultants as needed.
5. Manage reconciliation of donor database to financial systems. Track and report on progress to budget goals.
6. Coordinate with the Executive Director to develop the departmental budget and annual schedule of donor contacts.
7. Participate in and help facilitate monthly Fundraising committee meetings
8. Facilitate the planning, preparation and executions of donor events.
  - a. Convene ad hoc committees as needed
  - b. Communicate event needs to tour and camp staff and collaborate to achieve professional and exciting events
  - c. Manage event reconciliation and data entry

9. Conduct prospect and donor research and analysis by retrieving and segmenting donor and prospect data, updating contact notes, and coordinating outreach efforts.
10. Other duties as needed.

### **KNOWLEDGE, EXPERIENCE, AND ABILITIES:**

1. Minimum of 5 years' experience in development/fundraising position, with at least 1 year providing support to a senior manager.
2. Minimum of 3 years' experience working with fundraising and/or donor databases.
3. Excellent oral and written communication skills. Excellent proofreading skills and demonstrated writing ability.
4. Advanced word processing skills and proficiency with MS Office applications.
5. Ability to plan and organize work to manage the completion of multiple projects, often with shifting priorities, while working under direct supervision or independently.
6. Ability to use independent judgment and initiative to develop solutions to problems and make sound decisions.
7. Tact and discretion in handling confidential and politically sensitive matters.

### **WORKING CONDITIONS:**

Work is primarily in an indoor office setting; however, some media and special events will be held in outdoor settings.

### **SUPERVISION:**

Supervision is received from the Executive Director.

### **A PROMISE OF INCLUSION:**

*Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.*