

## Job Opportunity



<b>Title:</b>	Development Manager
<b>Organization, Location:</b>	Phoenix Pride; Phoenix, Arizona
<b>Department:</b>	Development
<b>Position Type:</b>	Full-Time; Exempt
<b>Reports To:</b>	Executive Director
<b>Salary Range:</b>	Salary will be commensurate with experience, plus competitive benefits package

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### POSITION SUMMARY

The Development Manager position requires a high-energy creative individual who is extremely goal-oriented, able to handle multiple deadlines, demonstrate good judgment and maturity in decision-making and work well on a team and within a collaborative environment. Work in a fast-paced, results oriented environment with complex and evolving relationships and priorities.

The Development Manager will lead the overall development program for Phoenix Pride. This involves securing philanthropic investments through establishing significant and consistent follow-through efforts with identifying, cultivating, and soliciting donor prospects to achieve the financial needs and goals of Phoenix Pride. The Director's effectiveness will be evaluated on the ability to achieve financial goals and successfully grow the number of active supporters.

### SPECIFIC RESPONSIBILITIES

- Build a sustainable development program that supports the Board's long-term strategic plan, including oversight of major and leadership giving, annual giving, planned gifts, and donor stewardship programs.
- In support of the organizational plan, organizational goals and resources needed create a Development Plan from which to work throughout the year.
- Increase donations, grant and foundation funding and net revenue from special events according to annual budget projections.
- Build a base and significantly increase individual donor giving, including a Membership program to help support the community center.
- Track donor relations in order to maintain relationships and expand access to donor's sphere of influence
- Strong experience and knowledge of corporate supporters, including solicitation and cultivation of corporate and community sponsorships.
- Manage data technologies to ensure all gift acknowledgment, thank you letters and tax receipts for general donations, in-kind donation and special events are sent within 5 business days.
- Research and propose new fundraising opportunities as well as evaluate current fundraising efforts to determine effectiveness and continual improvements
- Develop and submit written proposals, case statements, budgets and other collateral materials needed to secure investments.
- Furnish timely reports on progress toward assigned goals and solicitation results for staff and board
- Perform other tasks and duties as assigned by the Executive Director.

### CANDIDATE QUALIFICATIONS

#### Skills & Abilities:

- Knowledge of principles and techniques of development/fundraising, preferably in non-profit/social service organizations.

- A person with vision who can create excitement and energy around the organization and encourage others to support the work; persuasive, persistent and determined to meet annual fundraising goals.
- A strategist who is adept at planning, prioritizing, organizing and following through; highly energetic and able to balance multiple competing priorities
- Demonstrated achievement in securing philanthropic investments, including working knowledge of funding sources from Straight Allies
- Ability to work independently yet possess excellent team building capability; ability to organize, manage and lead groups of volunteers and staff
- Problem solver who can take initiative and set priorities while being flexible
- Belief in the vision of Phoenix Pride with an above-average ability to represent the institution well
- A team builder with strong skills in effective management and leadership
- Strong verbal and written communication skills including the ability to communicate in a respectful, inclusive manner with people from diverse backgrounds
- Experience in Grant writing, execution and reporting.
- Proven success with Fundraising events, galas, etc.
- Ability to quickly learn new approaches of communication and development, social media tools, etc.
- Demonstrable experience in stewardship plans leading to additional investments
- Documented success in personally implementing sophisticated, multi-year cultivation strategies that use a relationship-building and moves management approach leading to successful gift closure and long-term donor relationships
- Ability to consistently work evenings and weekends outside of regular business hours
- Must be able to pass a standard criminal background check.
- A valid driver's license and access to reliable transportation.

#### **Education & Qualifications:**

Bachelor's degree in a related field and 7-10 years successful professional development and/or fundraising related experience, preferably in non-profit; OR, any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved. A CFRE designation is preferred.

In addition to the overview above, there may be additional duties assigned.

#### **INSTRUCTIONS – HOW TO APPLY**

#### **A complete application contains the following items:**

- Cover Letter, not to exceed one page.
- CV or Resume
- Three Writing Samples (1 Solicitation, 1 Cultivation, 1 Acknowledgement)

**Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx),** and saved with a file name in the following format: LastnameDODApplication.pdf or LastnameDODApplication.doc or LastnameDODApplication.docx

**Complete applications should be attached to an email message and sent to: [mike@phoenixpride.org](mailto:mike@phoenixpride.org)**

Applications will not be accepted through any other means.

#### **Application Submission Deadline: Open Until Filled**

*Phoenix Pride provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Phoenix Pride complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*