



The International Center

Job Description

Job Title: Development Manager

Department: Marketing and Development

Reports To: VP of Marketing and Development

FLSA Status: Exempt

Date: Fall 2018

I. JOB SUMMARY:

This position is responsible for strategy and execution of fund development activities on behalf of The International Center. Such activities include but are not limited to corporate, individual, foundation and government grants and contributions, as well as special events staged in part or in full for the purpose of raising funds to support International Center programs and growth initiatives. The incumbent in this position will possess a strong aptitude for research and attention to detail, while possessing outstanding written, presentation and relationship-building skills.

II. ESSENTIAL FUNCTIONS:

1. Establishes the annual development and grant plans and fundraising sources to meet budgeted goals.
2. Manages Global Society sponsorship program including: developing and mining prospect lists; scheduling appointments; conducting research on donor and sponsor background giving history; preparing solicitation materials; maintaining donor records to ensure sponsors receive all published benefits; and engaging in other donor relations activities
3. Manages and coordinates development-focused events, particularly the International Citizen of the Year dinner, including reports, invitation lists, registration, table assignments, etc.
4. Researches public and private grant agencies, foundations and corporations throughout the state to identify potential sources of funding for programs and general operating support; secures contact information for persons overseeing gift giving/grant making programs
5. Writes grant proposals; manages grant lifecycles, including submission and reporting deadlines
6. Appropriately and effectively identifies and utilizes board, staff and volunteer resources to support outreach to prospective funding sources
7. Prepares reports for Board and Executive Committee meetings
8. Coordinates eTapestry database entry and reporting with Operations Manager
9. Manages and supervises development intern
10. Engages in other activities as assigned as part of the Marketing, Communications and Development team

III. EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from a four-year college or university; three or more years related experience and/or training; or equivalent combination of education and experience.



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IV. LANGUAGE SKILLS:

Excellent writing, presentation, organization, research, reasoning, analytical and interpersonal skills are essential to success in this position.

V. MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure.

VI. CERTIFICATES, LICENSES, REGISTRATIONS:

None needed at this time.

VII. OTHER SKILLS AND ABILITIES: (Languages spoken/written, etc.)

Ability to multi-task and prioritize, as well as troubleshoot in crisis situations.

VIII. OTHER REQUIRED QUALIFICATIONS:

Prior experience in a nonprofit setting, preferably in grant writing and administration, major gift solicitation, event management and donor relations

Must possess current computer skills and Microsoft Suite product knowledge

Prefer experience with database management (especially eTapestry) and design software

Extensive knowledge of Outlook calendar

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

While performing the duties of this job, the employee is frequently required to talk or hear, sit and use their hands to finger, handle or feel. Occasionally, the employee will need to stand or walk, stoop, kneel, and reach with hands and arms. The employee will rarely need to climb or balance. Physical demands such as crouching and crawling are limited. The employee will rarely need to taste or smell. The employee will occasionally lift to 25 pounds and will frequently need to lift up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and to perform normal office computer work.



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XI. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be exposed to an indoor office environment. Therefore, there are rarely to never any times that the employee would be exposed to any extreme or outdoor weather conditions, or extreme conditions such as humidity, cold or heat not associated with the weather, working in high places, or be exposed to fumes or airborne particles, explosives, radiation, vibration or toxic or caustic chemicals. There may rarely be a risk of electrical shock when dealing with office equipment cords, etc.

The noise level in the work environment is usually one of a moderate level such as that typically experienced in an office setting.