



POSITION DESCRIPTION

DEVELOPMENT MANAGER

Summary of Position: Under the direction of the Chief of Staff/Vice President of External Relations, the Development Manager will have a focus on special events, corporate donors, volunteer activities and more.

Position Type: This position is exempt and reports to the Chief of Staff/Vice President of External Relations.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The functions listed below are representative of the knowledge, skills and/or ability required for the position. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.

- Manage and execute events
- Work on corporate donor acquisition, cultivation, and stewardship
- Organize and run the distribution of Operation Backpack and Holiday Wishes
- Lead the cultivation, engagement, and management of volunteer opportunities
- Coordinate the in-kind gift process, including collection and distribution
- Organize and lead internal employee recognition programs including #VOAppreciates, Highfives, Storybank, etc.
- Manage the local donor/constituent database including donor acknowledgements, etc.
- Assist with external relations and development efforts as needed and requested
- Be an expert on the organizations history and current programs
- Work closely with the Development team to align efforts to increase revenue
- Support and assist in other activities of the Development department as needed
- Upholds the mission and values of VOA of Illinois at all times

Other Duties:

As assigned by the supervisor.

Work Environment: Generally, this position operates in a professional office environment; however, this position may require some travel in and around the community by utilizing a personal vehicle or other methods of transportation. The hours of work are generally Monday through Friday, 9:00 AM to 5:00 PM; however, work day evening hours, holidays, and weekend may be required.

Physical Demands: Physical demands are a part of the essential functions of this position. Reasonable accommodations for the physical demands of the essential functions of the position can be considered and made when possible in response to a specific request.

Qualifications:

- Must be proficient in data entry (Raisers Edge), tracking, analysis, and reporting, and database/software systems.
- Must be highly proficient with Microsoft Office, possess a strong attention to detail, be well organized, and a strong written and oral communicator.

- Fundraising experience from another nonprofit organization, school, or civic cause
- Must have strong writing skills
- Able to work independently and creatively
- Strong interpersonal skills

Education and Experience: This position requires a bachelor's degree and at least three years of professional experience in development and donor relations in a non-profit setting.

VOA Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Reasonable accommodations are available and will be provided to qualified applicants and employees with disabilities. Generally, the individual with a disability must inform VOA Illinois that an accommodation is needed.

Nothing in this job description restricts management's right to assign to or reassign duties and responsibilities from this job at any time. This job description is subject to change at any time.

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date Signed