



JOB DESCRIPTION

Job Title: Development Manager

Date Revised: **January 11, 2012**

Summary of Job: Pendleton Place Children's Shelter is seeking an ambitious and energetic individual to fill the role of Development Manager. As a member of Pendleton Place's development department, the Development Manager will support the organization's annual fund development, public relations, and advocacy plans. This position requires exceptional skills in written, analytical, and verbal communication. Applicants should have a sincere interest in Pendleton Place's mission and programs, as well as an interest in a development career with a focus on donor cultivation, event management, and grant writing. This position is goal-oriented and will be evaluated, in part, based on fundraising results.

Salary Range: \$32,000.00-35,000.00

Reporting Relationships: Employee reports to the Director of Development.

Other Key Relationships:

External: Community leaders, donors, potential donors, volunteers, faith-based leaders, corporate leaders, Board of Trustees, and relevant committees.

Internal: Executive Director and Director of Development; Community Outreach Manager; Office Manager; Office Assistant; Assistant Director; other leadership staff.

Essential Job Functions:

- Fund Development
 - Cultivation of new donors
 - Create opportunities to build sustainable community partnerships with businesses, civic groups, and faith-based organizations.
 - Ensures proactive leadership to ensure the successful organization and implementation of select fundraising and community events.
 - Research local and federal grant opportunities and draft assigned grant proposals, grant progress reports, advocacy issue papers and final reports.

- **Public Relations and Communications**
 - Create opportunities to promote awareness of Pendleton Place mission and programs.
 - Develop and Design community outreach materials, including quarterly newsletters and e-media.
 - Proactively establish and support effective relationships with key community leaders.
 - Serve as a public speaker internally with tours or externally at corporate or community meetings, United Way campaign events, or other opportunities as required.
 - Support the organization's efforts to collect, organize, and distribute holiday donations.

- **Database Management**
 - Ensure the timely entry of financial and in-kind gifts in the database system.
 - Create and process acknowledgement letters.
 - Update and maintain all contact records (phone calls, emails, etc.) with donors, volunteers, corporate leaders, and key community members.

- **Other Tasks**
 - Perform other duties as requested.

Additional Job Functions:

- Occasional evening and weekend work is required to provide agency tours, fulfill speaker obligations, work with special events, and other activities necessary to promote the organization's mission and meet fundraising goals.
- Travel to/from event/project sites, training opportunities, conferences, meetings, etc., as requested and/or required.
- Perform other duties as assigned.

Competencies:

To perform the job successfully, the employee should demonstrate the following competencies to perform the essential functions of this position:

- **Awareness and Sensitivity to the External Environment** – Situational awareness; is aware of Pendleton Place's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of Pendleton Place.

- **Collaborative/Inclusive Outlook** – Works in a way that builds trust, relationships, and confidence; promotes an environment that is free from personal or professional biases; actions are both open and transparent.
- **Communication** – Must have excellent oral and written communication skills. Employee needs to be able to speak clearly and deliver an effective message in a variety of situations (one-on-one meeting, small group tour, presentation to a large corporate group, etc.). Must be able to write effectively and persuasively in order to secure funding and create awareness of organization priorities. Must be willing to listen to executives, co-workers, committee members, and other staff members in order to effectively and efficiently share information and ideas.
- **Initiative, Innovation and Creativity** – The ability to think outside the routine way of doing business and develop new and creative ways to meet or exceed fund development goals.
- **Relationship Building** – Has the ability to connect with donors and volunteers to help build meaningful and sustainable relationships; is seen as a bridge builder and someone who is “good to work with.”
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
- **Team/Organizational Leadership and Management** – Understands the needs and priorities of the organization in order to further the mission, values and goals (particularly fund development and outreach goals) of the organization.

Required Minimum Education and Experience:

- All staff members must be at least 21 years old.
- Must never have been shown by credible evidence (such as a decision by a court, jury, a state department investigation, or other reliable evidence) to have abused, neglected, sexually exploited or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of employment application.
- Bachelor’s degree.
- Minimum one year of professional experience in fundraising, public relations, community outreach, non-profit leadership, or sales.
- Knowledge and use of current Microsoft Office software and its applications.
- Possession of a valid driver’s license issued by the State of South Carolina.
- Possession of an automobile for business use and appropriate insurance coverage.

Preferred Education and Experience:

- Non-profit experience.
- One year of professional experience during which major responsibilities include grant writing, fundraising, and public speaking.
- Professional experience planning events (fundraising or other).
- Experience with DonorPerfect or other database management software.

General Physical Requirements:

- **Sedentary Work:** Employee is required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required.
- **Physical Activities:**
 - Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 - Talking: Expressing or exchanging ideas by means of the spoken word. Activities must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
 - Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- **Visual Acuity:** Employee is required to have close visual acuity to perform an activity such as entering data on a computer screen, creating electronic documents, sending email, and/or expansive reading.
- **Working Conditions:** Employee is subject to both inside and outside environmental conditions. Employee must drive to and report to various locations to perform work.