



Development Manager, 2023

Position Summary: The Development Manager is responsible for organizing and implementing fundraising plans to raise funds from individuals for CSW operations including annual giving, major gifts, planned giving, and support of special events.

FTE: 100%
Reports To: Executive Director
Salary Range: \$52,500 - \$63,000, exempt (salaried)
Benefits: Full benefits including health and dental insurance, 401k plan, generous flexible leave time policy including up to 6 weeks of paid parental leave

Knowledge and Skills

- 1-3 years of experience in nonprofit fundraising
- Working with volunteers, committees and the general public.
- Demonstrated ability to manage multiple projects simultaneously in an organized, detailed and efficient manner
- Excellent organizational skills with ability to meet deadlines
- A commitment to social and environmental justice
- Ability to work respectfully and effectively with a diverse community of staff, board members, stakeholders, and constituents
- Proficiency in MS Office (Word, Excel), and database systems
- Database management experience including excellent data entry skills and comprehensive understanding of database systems and data analysis
- Ability to work independently, take initiative, seek advice and work in a team environment

Essential Functions

- Data entry in a donation tracking database.
- Attend offsite meetings and events.
- Communicate with member nonprofits and donors by email and phone
- Be proficient in oral and written communication.

A. ANNUAL GIVING MANAGEMENT (35%)

1. Manage annual giving efforts, including direct mail appeals
 - a. Manage list retrieval for donor mailings
 - b. Analyze donor mailings to assess their success
 - c. Coordinate and manage volunteers for mailing assembly
 - d. Enter donation details in Andar database system
2. Manage CSW's Big Share fundraising campaign
 - a. Manage specific campaign to raise funds for CSW during The Big Share
 - b. Secure matching gifts from major donors
 - c. Manage content of CSW's landing page on Giving Day web site
 - d. Manage communications related to campaign

- e. Enter donation details in Andar database system
3. Download information from online donation system (eTapestry) and notify members of directed online gifts.
4. Communicate with donors to clarify donation details as needed.
5. Manage distribution of donor names and addresses to member nonprofits from designated donations.
6. Manage acknowledgements to donors, ensuring that all donors are thanked.

B. Database Administration (30%)

1. Work in collaboration with Database Manager to create and maintain effective and efficient systems, policies and procedures to ensure donor data accuracy. Including creating records when requested and researching and resolving instances of duplicate records and make corrections as needed.
2. Perform all non-workplace giving data entry
3. In collaboration with Database Manager, ensure that database manual instructions are accurate and updated at least annually.
4. Provide support to staff with regard to data retrieval, including understanding of donor database and creation of DMOs (data mining operations).
5. Retrieve donor mailing lists as required for annual newsletter, annual report, postcard reminder, and Awards event.
6. Assist Financial Director with annual audit prep as necessary.
7. Maintain Accounts Receivable reports and assist with online, remote bank deposits.

C. Change Maker Awards Event Support (15%)

1. Manage solicitation of sponsorships from individuals and member nonprofits.
2. Manage data entry for attendance tracking
3. Serve on Awards Planning staff committee and assist with planning and implementation

D. Major Gifts Development (10%)

1. Work with Executive Director to implement strategies to retain and attract gifts of \$1000 and higher.
2. Assist with mailing list management and mail assembly of Major donor notes
3. Donor communications tracking in Andar
4. Manage coordination of donor holiday gift distribution

E. Racial Justice/Equity Initiative (5%)

1. Actively engage in training and education related to racial justice and other Diversity, Equity, and Inclusion activities.

F. Perform other duties as assigned. (5%)