

City on a Hill, Inc.
Milwaukee, Wisconsin

Position: Development Manager

Date: December 2016

POSITION PURPOSE:

The Development Manager is responsible for grant application submissions and reporting; the annual fund, including direct mail appeals; and the individual partnership program. This position is part of a Development Team working to cultivate a culture of philanthropy by building and stewarding donor and funder relationships, while diversifying and growing the organization's funding.

REPORTING RELATIONSHIP:

Reports to the Executive Director who, in turn, reports to the Board of Directors.

ESSENTIAL FUNCTIONS:

1. Manages Grant Activities:

- Develops and submits grant proposals to foundations and other grant-making organizations.
- Collaborates with other staff in writing, processing and reporting on grants.
- Implements grant processes to document and communicate grant request outcomes.
- Establishes and maintains personal relationships with program officers and foundation contacts.
- Maintains grant calendar to ensure timely submission of letters of inquiry, proposals, and reports. Communicates changes to other members of the development team.
- Conducts prospect research to identify future funders.
- Schedules and prepares contact reports for the Executive Director for initiation/cultivation of relationships with funders.
- Works with Development Team and Program Staff to schedule and prepare for funder site visits.
- Uses Donor Snap database to track grant activities and funder interactions.

2. Manages the Development and Execution of Annual Fund Efforts:

- Issues five-six annual direct mail appeals, drafting the appeal, working with the vendor on logistics, and writing direct mail gift acknowledgements.
- Writes monthly Thank You letters for contribution acknowledgement.
- Works with members of the Development Team to produce a Year-End campaign.
- Works with Development Team to engage donors in upcoming activities to strengthen relationships and showcase program impact.

3. Develops and Stewards Relationships with Individual Monthly Partners/Donors:

- Sends welcome packets to new individual partners.
- Develops the program to increase the engagement of monthly financial partners.
- Stewards relationships by communicating regularly with partners, especially higher level monthly and frequent donors.
- Develops communications to encourage more donors to give monthly.

4. Fundraising Events

- Develops annual fundraising events with Executive Director and event planning team. This includes inviting appropriate guests, incorporating board members, finding sponsors, speakers & engaging those we serve.
- Manages annual fundraising budgets (income & expense).
- Debrief events, evaluating their effectiveness in raising funds and sharing the mission of City on a Hill.

Adheres to the values of City on a Hill and contributes to the unity of the team.

Attends quarterly all staff meetings and celebration parties.

Assists in mobilizing volunteers.

Completes other duties as reasonably assigned.

REQUIREMENTS:

- Bachelor's degree
- 5 years of development experience
- Strong oral and written communication skills; demonstrated ability to think and write strategically
- Great organizational skills and attention to detail
- Ability to prioritize assigned tasks and perform responsibilities in a self-directed environment; dependable and able to meet deadlines
- Ability to handle sensitive information
- Team-building and leadership skills
- Creative problem solver
- Flexibility to meet the needs of the organization
- Computer skills including use of MS Word, Excel, Outlook, PowerPoint
- Able to operate equipment necessary to perform the job
- Valid driver's license
- Growing relationship with Christ, involvement in a local church, and evidence of spiritual maturity