

SEARCH Homeless Services

Development Manager

SEARCH's Development Manager works closely with the VP of Development to support the team and oversee day-to-day operations of the Development department.

- Supervises, coaches, and develops three direct reports; leads close coordination and collaboration with several other roles inside and outside the team on a range of activities where there is intersection, helping everyone understand what will lead to a smooth donor and prospect experience across different functions.
- Helps create and execute a comprehensive annual fundraising plan.
- Directly manages a portfolio of individual donors and prospects with major gift history or potential – typically around 100 individuals with annual gifts (or potential for giving) \$10,000 and above. This requires warm relationship building, nuanced communication, and comfort directly asking for gifts.
- Responsible for ensuring our special events are successful in meeting financial goals and produce smooth, professional, enjoyable guest experiences.
- Directly supervises gift processing, acknowledgement, and ensures effective use of basic and advanced capabilities of our donor database system for the whole team (currently Raisers Edge).
- Models and teaches advanced cultivation and solicitation skills for the team and helps everyone maintain positivity and focus on the big picture and the many small wins along the way to our \$5M private fundraising goal.
- Oversees website development as an extension of fundraising activities, ensuring it is updated, dynamic, user friendly and a tool for making giving easy and rewarding.

3 - 5 years of progressive fundraising experience required, with a preference for large scale event production experience and demonstration of donor cultivation skills. Strong interpersonal skills important for success. Advanced database skills and prior supervisory experience helpful. Occasional evening and weekend work required.

Interested candidates should submit their resume and cover letter with salary requirements to HR@SEARCHhomeless.org.