

## **DEVELOPMENT MANAGER**

### **POSITION OVERVIEW**

The Development Manager plays a critical role in the overall fundraising strategy for the organization. Currently reports to the Acting Director of Development, this position requires an enthusiastic team player comfortable in a significant management role working at a fast pace on a variety of functions, including supporting the implementation of systems and processes around donor management and fundraising events. This position requires a highly detailed individual who is passionate and experienced in fundraising, individual giving and special events; must be able to document using excellent writing, proofreading and superior Microsoft office skills. This candidate must possess a strong and proactive sense of initiative and follow-through, allowing needs and/or problems to be detected early when possible, and to be communicated and addressed promptly and successfully.

WBDC is currently operating and delivering services virtually. Once normal operations resume (anticipated by mid-May 2022), this position will be based in WBDC's Stamford office. Occasional travel to other offices and sites including, New Haven, New London, Bridgeport, Waterbury, and Hartford will be required. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The salary range for the position is \$55,000 - \$65,000 plus benefits and is commensurate with experience.

### **DUTIES AND RESPONSIBILITIES**

- Provide general support for the Development department
- Manage processes and smooth and efficient communications between the development department and grant writer, with other departments and senior leadership
- Handle inter-departmental requests, including but not limited to:
  - Financial
  - Programmatic
  - Marketing
  - CEO/COO
  - Review all grant agreements
  - Produce and manage a monthly grant deliverables report
- Manage the dissemination of grant-requested information when received from the grant writer to all relevant parties throughout the organization, and ensure the information's timely delivery to the grant writer for inclusion in grant applications and reports



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- Maintain annual Grants Timeline (renewals, prospects, reporting) in conjunction with grant writer, and maintain the timeline on a regular basis
- Write and submit select grant proposals, at the direction of DOD and grant writer
- Manage metrics and reporting for the department, including grant reporting in collaboration with the WBDC grant writer, as well as other fundraising sources
- Maintain relevant attachment files for submission and resubmissions (BOD lists, organizational profiles and charts, program descriptions, budgets, financial statements, etc.); maintain a master file of new and renewal applications and their outcomes
  - Update and maintain Sharepoint in accordance with WBDC current practices
- Manage processes related to federal, state and local proposal submissions
  - Oversee submission process
  - Secure letters of support
  - Work with grant writer on securing internal content and data
- Manage the annual appeal
  - Oversee board member list development and management
  - Cross-check appeal donations with board member lists throughout the year
  - Draft letter for review and approval by DOD
  - Manage mailing execution with Development Assistant
- Assist with other fundraising mailings as necessary
- Provide support to Board of Directors Development Committee as needed (pertaining to department goals/ objectives)
- Supervise Development Assistant
- Oversee Development Assistant's implementation of grant acknowledgement process
- Conduct research on various topics and prepare materials for events/projects as needed
- Manage prospect research (along with Development Assistant) for individual, corporate and foundation funders
  - Research prospecting tools/in-depth data mining
  - Work with grant writer to utilize donor database to track and maximize the data
  - Manage data entry as it relates to relationship management in donor database
- Participate in training of WBDC's donor management database and standard operating procedures on an ongoing basis
- Manage and execute on entering donor data and running reports as requested and needed in conjunction with Development Assistant, including but not limited to donations, donor stewardship, grant tracking, and moves management
- Collaborate with and assist other WBDC staff and departments in the implementation of new web-based donation / ticketing platform regarding its compatibility with eTapestry



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- Manage utilization of eTapestry, including creating systems, reporting and updating
- Attend and work at WBDC events, with some being outside of standard work hours
- Assist with WBDC's donor cultivation and fundraising events, and provide support where necessary, including but not limited to:
  - Generating select lists or reports when needed
  - Online proposal submissions when needed
  - Other tasks as needed
- Attend staff meetings and participate in organization-wide planning activities; prepare presentations and materials for meetings
- Other duties as assigned

## **JOB QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES**

- Undergraduate degree in business administration or equivalent
- Minimum of 6 years of non-profit fund-raising experience
- Knowledge of basic fund-raising and marketing techniques and strategies
- Knowledge and experience in business, supervision, and management
- Knowledge of the functions, operation, and mission of the specific department
- Strong writing, editing, and verbal communication skills
- Outstanding interpersonal relationship building and employee coaching and development skills
- Ability to manage multiple concurrent assignments and meet deadlines; collaborating with a small team in a fast-paced environment
- Exceptional organizational skills; attention to detail; commitment to accuracy
- Must be able to work independently and as part of a team
- Proficiency and experience with database management, eTapestry, Microsoft Word, Power Point, and Excel
- Ability and desire to work at WBDC events outside of work hours

### **Disclaimer**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

### **About WBDC:**

Established in 1997, the Women's Business Development Council (WBDC) is a non-profit organization dedicated to helping women achieve economic equity through entrepreneurial training, financial education and grant making. WBDC provides education, training, resources and connections to women (and men) at training sites throughout Connecticut, offering a continuum of programs and services to clients in need while fostering influential relationships for



successful business women at the other end of the spectrum. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world. WBDC offers a competitive benefit package including health, dental, vision, retirement plan, life insurance, paid time off, holidays, and more in a supportive and flexible working environment.

### **WBDC, Inc. Equal Employment Opportunity Statement**

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.