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#### **Board of Directors**

##### **Demetrius Lewis**

Technology Manager  
Metric Engineering

##### **Paul Morgan**

Chairman  
Elevation Financial  
Social Enterprise Fund

##### **Dave Krepcho**

President & CEO  
Second Harvest  
Food Bank

##### **Jerry Breckenridge**

Systems Analyst  
SunTrust Bank

##### **Joshua Jones**

Brand Manager,  
Global Education  
John Wiley & Sons

## Job Profile: Development Manager

### **POSITION SUMMARY**

The Development Manager is responsible for planning, organizing, and directing all fundraising efforts for Every Kid Outreach to include, the annual fund, major gifts program, planned giving, special events and capital campaigns. The Development Manager reports directly to the Executive Director and works closely with the Board of Directors in all development and fundraising activities.

### **QUALIFICATIONS**

- Embrace the Every Kid Outreach mission
- 2 or more years' experience as a professional fundraiser
- Bachelor's degree from an accredited university or college or equivalent years of relevant work experience
- Have a deep knowledge of and experience with fundraising principles, techniques, particularly with growing major gift programs
- Possess the skills to work with and motivate staff, board members and volunteers
- Must be a "self-starter" by initiating donor visits and maintaining donor relationships
- Be organized, manage multiple priorities and successfully achieve goals
- Be positive and show concern for clients, their families and the community
- Demonstrate problem solving skills and strong listening ability
- Have strong interpersonal communication and writing skills

### **RESPONSIBILITIES**

- Direct the annual fund program, including mailings and annual fundraising campaigns
- Grow the major gifts program including identification, research, cultivation, solicitation and stewardship of major donor prospects and existing donors
- Establish meaningful relationships with prospective donors on a consistent basis
- Oversee grant research, proposal writing and grant administration
- Establish a successful planned giving program
- Coordinate special events
- Make public appearances to increase awareness of Every Kid Outreach
- Be the staff liaison to the Board Development Committee
- Manage the Donor Perfect Customer Relationship Management database
- Oversee the creation of publications in support of fundraising activities
- Manage donor acknowledgement and recognition
- Demonstrate professional conduct at all times
- Perform other related duties as requested

### **COMPENSATION & BENEFITS**

- Competitive
- Commensurate with experience

**Engage – Inspire – Connect**

*Empowering Every Kid to reach their brightest future*