

Cape & Islands Veterans Outreach Center

www.capeveterans.com

Job Description

Job Title: Manager, Development

Reports To: Executive Director

SUMMARY

The Manager, Development is a key management leader of the Cape and Islands Veterans Outreach Center (CIVOC). The Manager is responsible for overseeing the development strategy and related activities of the organization. Key duties include fundraising, marketing, social media use, donor database management and community outreach. The position reports directly to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for developing and executing a strategic business development plan focused on fundraising, marketing, donor database management and developing other resources necessary to support CIVOC's mission.

- 2) Organization Mission and Strategy: Works with the Executive Director and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for the enhancement of CIVOC's image by being active and visible in the community and by proactively identifying and working closely with other professional, civic and private organizations.

- 3) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization focused on development are appropriate.
 1. Responsible for building and executing the organization's development plan to include a stewardship plan, specific tactics to accomplish organizational goals that include the identification of fundraising categories, individual and organization donors, activities and related targets.
 2. Responsible for the organization's social media strategy and presence.
 3. Recommend timelines and plan for resources needed to achieve the strategic goals of the development plan.
 4. Serve as CIVOC's primary spokesperson, in the absence of the Executive Director, to the organization's constituents, the media and the general public.
 5. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance CIVOC's Mission.

6. Identify and apply for government and non-government grants and foundation monies.
7. Supervise and collaborate with organization staff.
8. Manage donor database software and oversee staff responsible for data entry and gift processing.
9. Oversee marketing and other communications efforts.
10. Other duties as assigned by the Executive Director.

NON- ESSENTIAL FUNCTIONS

Other duties as assigned with or without accommodation

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree preferred
- Possession of CFRE is a plus
- Transparent and high integrity leadership
- Five or more years nonprofit development experience preferred
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector preferred
- Skills to collaborate with and motivate organization staff and volunteers
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Working Environment: Additional weekend and evening work hours may be required to participate in meetings and events.

Interested candidates should submit a resume and cover letter to: