

SHELTER NETWORK JOB DESCRIPTION

- Title:** Development Manager
- Supervisor:** Development Director
- Location:** Shelter Network Administration
1450 Chapin Avenue, 2nd Floor, Burlingame, CA 94010
- Salary:** Competitive salary and benefits – Depends upon experience.
- Hours:** Full-time exempt position. Some evenings and weekends required.
- Qualifications:** Must have a BA plus five years of experience in the development the field with demonstrated professional growth. This position requires superior team-building, customer service, relationship management, and organizational skills. Strong computer skills and database user experience needed (Raiser’s Edge preferred). Excellent written, oral and new media communication skills are required. Some grant writing and grants management experience necessary. Proven ability to be a self-starter, think and plan strategically, manage multiple deadlines and projects. Results-oriented!
- Responsibilities:** Reporting to the Development Director, the Development Manager is responsible for working with the Development Team to ensure Shelter Network’s success in our fundraising initiatives including but not limited to our annual campaign, special events, grants, and external communications (newsletters, annual reports, website, online initiatives and media inquiries as needed, acting as an agency spokesperson upon request.) The Development Manager also assists with corporate volunteer project management and staff and Board communications. This position is instrumental in assisting in the planning and achievement of all revenue goals for Shelter Network.
1. SPECIAL EVENTS
Coordinate logistics of special events not targeting major donors, including the Annual Benefit Breakfast. Manage details of space rental, catering, audio/visual needs, production and mailing of invitations, event set-up/clean-up, publicity, etc. Track, analyze and report on results.
 2. DIRECT MAIL
Working with Development Director, create concepts for implementation of direct mail appeals for cultivation and acquisition pieces, and other mailings as needed. Track, analyze and report on results.
 3. EXTERNAL COMMUNICATIONS

- a.) Manage production of agency's three newsletters, Annual Report, and online communications. Work with team to develop content, write articles, and coordinate production and delivery. Work with Volunteer Manager and other Development Department staff as necessary to organize mailing.
- b.) Maintain and continue to develop Shelter Network's online presence. Complete regular updates of Shelter Network's web content. Create new online newsletter. Strategize on- and off-line promotion of website through links, listings, newsletter, email, etc. Coordinate mass emails to supporters.
- c.) Create media alerts, press releases and other materials about agency activities, and follow up with reporters to promote media coverage. Update and maintain active media contact list.
- d.) Attend speaking engagements on behalf of Shelter Network's; Provide site tours.

4. STEWARDSHIP and SPECIAL PROGRAMS

Working with the Development and Major Gifts Directors, create and implement programs directed towards monthly donors, donor clubs and stewardship for all donor levels.

5. VOLUNTEERS

Assist Volunteer Manager with large "done-in-a-day" group projects. Work with Development Team to manage department volunteers and interns.

6. GRANTS

Attend weekly grants management meetings. Write funding proposals and grant reports to foundations, corporations, and government funders as requested. Organize attachments and supplementary materials, and prepare proposals and reports for submission.

7. DATABASE MANAGEMENT

Assist as necessary with data entry, cross checking, donor tracking and acknowledgment of financial and in-kind donations. Work with Development Associate to monitor and evaluate donor database and systems for updating records and acknowledging donors.

8. DEVELOPMENT COMMITTEE

Attend regular Development Committee meetings. Work with and report to committee as requested on development initiatives.

9. GENERAL DUTIES

Participate in Development Department Meetings and others as requested. Participate in All-Staff meetings, and other agency-wide meetings and events. Other duties as assigned.