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| **TITLE:** | Development Manager | **EXEMPTION STATUS:** | Exempt |
| **REPORTS TO:** | Chief Executive Officer | **LOCATION:** | Morningside |
| **PROGRAM:** | Development | **PREPARED:** | November 2024 |
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**Organization Overview:**

Founded in 1986, Thomas House Family Shelter is committed to empowering unhoused families with children by providing shelter, basic necessities, and a range of services to help them transition to self-sufficiency. We seek a dedicated and skilled Development Manager to drive fundraising efforts, build community partnerships, and expand our organization’s impact.

**Position Summary**

The Development Manager will lead fundraising initiatives, manage donor relationships, oversee special events, and work closely with the CEO to secure financial support for Thomas House Family Shelter’s programs. This role will be instrumental in implementing strategies for donor engagement, and event planning, ensuring alignment with our mission to support families in need.

Salary $85,000 – $95,000

Full benefits for individual, PTO, BTO, VTO and 11 paid Holidays

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Key Responsibilities**

#### **Fundraising Strategy & Execution & Stewardship (70%)**

* **Strategic Development**: Design and execute both short- and long-term fundraising plans, including individual giving, corporate sponsorships, and foundation support, in collaboration with the CEO.
* **Donor Cultivation**: Identify, research, and cultivate relationships with individual donors, foundations, and corporate sponsors. Consistent communication with donors and corporate partners.
* **Portfolio Management**: Maintain and grow a portfolio of major donors, ensuring regular communication, stewardship, and recognition.
* **Community Representation**: Act as Thomas House’s representative at community events and mixers, strengthening relationships with key community sponsors.
* **Data & Reporting**: Regularly evaluate and report fundraising outcomes, providing data-driven insights and recommendations to the CEO.

#### **Event Planning & Management (20%)**

* **Annual Fundraisers**: Plan, coordinate, and execute major fundraising events, including galas and appeals, in partnership with event management teams.
* **Volunteer Engagement**: Recruit and oversee event volunteers, coordinate event committees, and serve as the organization’s primary contact for event-related inquiries.
* **On-Site Events**: Coordinate on-site events to enhance community engagement and build awareness of Thomas House’s mission.

### **Team Collaboration & Leadership (10%)**

* Collaborate with the CEO and Board of Directors to identify new funding needs and opportunities.
* Mentor team members and volunteers on best practices in donor relations and fundraising.
* Uphold Thomas House’s values by fostering an inclusive and respectful environment for all staff, donors, and volunteers

**EDUCATION, EXPERIENCE AND/OR LICENSES:**

* **Education**: Bachelor’s degree in Nonprofit Management, Communications, Marketing, or related field (Master’s preferred).
* **Experience**: 3-5 years in nonprofit fundraising or development, with a strong record in securing funds, grant writing, and donor relations. Strategic Thinker/problem solver
* **Technical Skills**: Proficient in donor management software (e.g., DonorPerfect, Salesforce) and event planning tools.
* **Communication**: Strong written and verbal communication skills, with the ability to create compelling narratives.
* **Knowledge of Orange County Community**: Familiarity with the local corporate and philanthropic landscape is highly desirable.
* **Other Requirements**: Valid CA driver’s license, reliable transportation, and ability to pass a background check.

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| **SUPERVISORY RESPONSIBILITIES:** |
|  |
| Does this job have supervisory responsibilities? | No | X | Yes: |  |  |  |
| Are there subordinate supervisors reporting to this job? | No | X | Yes: |  | How many? |  |
| Are there employees reporting directly to this job? | No | X | Yes: |  | How many? |  |
| What is the total number of employees who report both directly AND indirectly to this job? | How many? |  |

**PHYSICAL DEMANDS:**

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| **Physical Requirement** | **Continually (every day)** | **Frequently (2-3 times****per week)** | **Occasionally (2-3 times****per month)** | **Rarely (less than one time per month)** | **Never** |
| Seeing | X |  |  |  |  |
| Hearing | X |  |  |  |  |
| Stooping/bending |  | X |  |  |  |
| Moving around the office | X |  |  |  |  |
| Driving |  |  |  | X |  |
| Speaking | X |  |  |  |  |
| Lifting/carrying heavy items (up to 10 pounds) |  | X |  |  |  |
| Standing for long periods |  | X |  |  |  |
| Working outside |  |  | X |  |  |
| Using hands/fingers | X |  |  |  |  |
| Reaching/overhead |  |  | X |  |  |

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The environment is an indoor office environment reasonably clean, well-lit and ventilated. Generally, little or no probability of injury or health impairment due to physical hazards and the noise level is moderate with normal business office machines and light to moderate foot traffic.

Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one’s own actions and conduct.

Performs other duties and projects as assigned.

**CONFIDENTIAL DATA:**

This position may be exposed to confidential information about the company, our customers and other employees on a regular basis. Disclosure of such information to any outside party in a business or social context can seriously impact the company, and may jeopardize the relationship of trust we enjoy with our customers. Please refer to the Employee Handbook for additional guidelines regarding the protection of confidential data.

**Management reserves the right to change this job description and standard ratings at any time according to business needs.**

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Employee Signature               Employee Name (Print) Date

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| --- | --- | --- | --- |
| Approval Level | Name | Signature | Date |
| Chief Executive Officer | **Shakoya Green Long** |  |  |