

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Development
DEPARTMENT: Development
TITLE OF POSITION: Development Manager
IMMEDIATE SUPERVISOR: Director of Mission Advancement
NORMAL WORKING
HOURS AND SCHEDULE: Full Time Flexible

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree required; 2) Three to Five (3-5) years of combined experience in community engagement, donor relations, grant management, event coordination, volunteer programming, and social media, with additional supervisory experience; 3) Working knowledge of budgets; 4.) Superior persuasive writing and presentation skill with the ability to exert influence, inspire others, and articulate the organization's mission, goals and activities; 5) Excellent organizational, time management and interpersonal skills required; 6) Proficiency with Microsoft Office and experience with database management systems; 7) Must be open to working a flexible schedule to include evenings and weekends as needed; 8) Able to work with Boards and Senior Level Executives in the community; 9) Must be detail oriented and possess effective project management skills – including planning, analysis, decision making, multi-tasking, drive for results and self- assessment; 10) Ability to sit, stand, walk for extended periods and lift up to 50lbs as needed.

POSITION RESPONSIBILITIES

1. Direct management of Grants & Donor Relations Coordinator and Marketing & Communications Coordinator, providing oversight, management, and support for their responsibilities, to ensure the roles function successfully to meet the needs of the department and organization overall.
2. Functions as support to Director of Mission Advancement's efforts to build donor relations, funds development, sponsorship securement, and planned giving initiatives.
3. Plays a critical role in all aspects of the Development Department Communication efforts, ensuring appropriateness of the message and brand consistency.
4. Expands community outreach to promote awareness of Anne Grady Services, through a variety of ways, that include, but are not limited to, events, presentations, public speaking engagements, etc.
5. Provides oversight of donor relations database to track donor engagement and guide strategic growth in active and engaged donors.
6. Manage the volunteer program, oversight of execution, strategic vision, plan, and operational goals to ensure effective resource development, through volunteer engagement, and meaningful partnerships between Anne Grady Services and community.
7. Own the planning and execution of major events, including our three main events, Coffee 4 a Cause, Designer Purse Bingo, and Enchanted Evening.

8. Develop and present plans for additional events, independently or in collaboration with appropriate community partners.
9. Works with Director of Mission Advancement to execute Strategic planning, financial budgets and tracking, board proposals and reports, and Development Team vision.
10. Communicates and works effectively with the Chief Operating Officer, Finance Director, and Chief Executive Officer, in the absence of the Director of Mission Advancement and as needed.
11. Fosters a supportive and collaborative working relationship between the development team and other departments within the organization.
12. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
13. Exemplifies Corporation philosophy and follows all policies and procedures.
14. Performs related responsibilities, activities, and duties as required.

Signature of Employee

Date

Signature of Department Director

Form Pr-105

Developed: 09/14/2022

Revised: 04/08/2025