

## **Development Manager Position Description    October 2021**

The development manager is responsible for providing leadership in executing the organization's annual development plan. This position reports to the executive director and works in tandem with the executive director and board of directors to meet annual revenue goals and effective donor stewardship.

The Partnership for Food Safety Education (PFSE) receives contributions from corporations, associations, consumer groups, foundations, federal grants and individuals to advance our mission of developing and promoting effective education campaigns to reduce foodborne illness risk for consumers.

### **Responsibilities:**

- Execute and evaluate PFSE's annual fundraising plan and related goals
- Support the development committee of the Board of Directors
- Identify, cultivate, solicit and steward donors including corporations, associations, consumer groups, foundations, federal grants and individuals
- Conduct prospect research of all donor types listed above
- Manage donor data entry and gift processing, including acknowledgements
- Develop and maintain ongoing relationships with all donor types
- Monitor fundraising performance and provide benchmark reporting
- Develop and create solicitation and stewardship materials with communications associate
- Develop donor reports and meet required reporting deadlines
- Make public appearances, raising awareness of PFSE's programs and how others can be involved
- Serve as staff liaison on external working groups as needed
- Provide ongoing technical guidance and leadership as appropriate to PFSE's fundraising efforts

**Requirements:**

- Bachelor's degree in nonprofit management, business, marketing, related field or equivalent experience.
- Must embrace a mission of reducing foodborne illnesses.
- Three years or more of experience in development and donor management preferred.
- Ability to direct and manage staff and volunteers, to include organizing, prioritizing, and scheduling work assignments.
- Database and records management skills.
- Working knowledge of a variety of fundraising strategies and methods.
- Strong verbal and written communication skills and the ability to present effectively to small and large groups.
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials.
- Ability to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Ability to use fiscal information to make informed recommendations and decisions.
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise.

**Application:**

Email a cover letter, resume, and a writing sample of a donor solicitation or stewardship communication to [info@fightbac.org](mailto:info@fightbac.org) with "development position" in the subject line.

**Location:**

Remote (U.S. Based), willingness to accommodate eastern time zone preferred

**Salary and Compensation:**

Based on experience and benefits available