

DEVELOPMENT MANAGER

REPORTS TO: CHIEF DEVELOPMENT OFFICER
COMPENSATION: COMMENSURATE WITH EXPERIENCE
EXEMPT STATUS: SALARIED - EXEMPT
COMMITMENT TYPE: FULL TIME
POSITION BASED IN TYLER, TEXAS

SUMMARY:

The Children's Advocacy Center of Smith County (CAC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of law enforcement, child protective services and prosecution. The Development Manager is primarily responsible for the implementation of fundraising events to meet or exceed goals through volunteer recruitment and engagement as well as through corporate development. Measurable outcomes for this position include, but are not limited to achieving designated financial and participant goals through team and individual fundraising, corporate solicitation, community partnerships as well as increasing CAC's awareness and visibility in the community.

ESSENTIAL FUNCTIONS:

- Plan and coordinate all aspects of special event fundraising activities including, but not limited to soliciting all event sponsorships, overseeing planning of logistics, and coordinating event volunteers
- Manage a prospect list to include stewardship and solicitation of current and new event sponsors
- Recruit and coordinate volunteer committees to solicit event auction items and assist with event execution
- Source and negotiate contracts with vendors and service providers for events
- In coordination with the Chief Development Officer, develop event budgets during the planning process through the completion of each event
- Plan, coordinate, and execute all annual fund efforts including, but not limited to spring and fall direct mail and online campaign efforts
- Develop a pipeline of event and campaign donors as potential major gift partners
- Utilize non-profit donor and event software to manage data, communication & event reporting
- Ensure stewardship with a variety of methods to thank donors and sponsors
- Attend trainings and conferences as required
- Assist with other duties as requested by the Chief Development Officer

JOB REQUIREMENTS AND QUALIFICATIONS:

Education:

- Bachelor's Degree (minimum) with degree in Marketing, Public Relations, non-profit management/administration or degree with equivalent field experience

Experience:

- Prior relevant professional or volunteer experience in fundraising, special events, marketing or sales

Knowledge Requirements:

- High level of written and oral communication skills, organizational skills, computer skills, collaborative capabilities
- Proficiency with Microsoft Office (Word, Excel, Publisher, Outlook) and donor databases

Intellectual and Physical Requirements:

- Ability to work well under pressure and respond quickly to challenges
- Good judgment, flexibility, and ability to work well in a team setting
- Read, write, and speak English fluently
- Ability to multi-task and balance the diverse requirements noted above
- Bending, stooping, reaching and other movement required in performing the job. Lifting of office materials (up to 20 lbs)

OTHER INFORMATION:

- Position involves work with sensitive information about child abuse victims
- Desirable personal qualities include tact, a team player, good judgment, flexibility, a positive attitude, high professional standards and ethics, and an ability to get along with a variety of people from various disciplines
- Employment dependent upon the successful completion of a background check, including criminal and CPS clearances

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to ttanner@cacsmithcounty.org.