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Development Manager [Part-Time Position]

Purpose: The Development Manager engages with a broad spectrum of community stakeholders to impact sufficient financial resources to meet the demand for high-quality services and leads grant writing, fundraising activities and donor development, while assisting the Executive Director in government grant logistics, administration, and financial management

Supervised by: Executive Director

Duties

- * *Create and implement an annual Resource Development Plan* that reflects priorities of the Strategic Plan and/or the priority needs, budget demands and direction of the agency; plan must include:
 - *Alignment to the budget needs for fundraising to “fill the gap” to cover expenses to operate and/or expand
 - *Donor prospects and written strategies to achieve monetary outcomes, aligned with diverse revenue categories
 - *Appeals or initiatives for diverse revenue categories including individuals, corporations, civic groups & churches
 - *Grant revenue from private foundations or any grant source matched to the agency needs and mission
 - *Fundraising event gross/net budget goals, basic outline of event and calendar collaboration for scheduling
 - *Define major donor and other levels of giving, providing clarity for solicitation process & targeted messages
 - *Allocate time for activities that nurture existing donor relationships and to identify and engage donor prospects
- Ensure excellence in *written descriptions of RRI and create or update model responses* to common grant application questions and/or proposal requirements,
- Develop and maintain *electronic file system* of grant proposals, demographics, model responses and current documents that are routinely attachments to *ensure timely and efficient access* while raising funds, and to support the Executive Director’s fiscal management duties; collaborate with Community Engagement and Outreach Director for *data systems impacting fundraising*
- *Collaborate with team’s internal referral system* to receive and refer contacts obtained during community engagement that align to self or other’s primary roles or duties; routinely clarify and follow-up
- *Lead logistics of fundraising events*, collaborating with existing committees and creating new committees or roles to engage sufficient staff and volunteers to *achieve excellence in execution of events, net revenue results and outstanding public image and relationships throughout the event timeline and activities*; evaluate process and outcomes and create and submit event reports
- Assist the Executive Director with fiscal management, government grant funding, budgeting, compliance with funding sources, as well as applicable or assigned data collection, data entry, data compilation and reporting; *leads data and administrative functions that empower the Executive Director’s outcomes*
- Recommends *donor software or other systems* to improve donor data management, donor relations, fundraising plans, prospects, results and reports for all phases of resource development

Schedule: Part-time, hourly position requiring varied work schedules aligned to duties with base schedule of Monday – Friday from 8:30 a.m. - 2:00 p.m., which includes a 30-minute lunch break.

Physical Functions:

The ability to physically handle any need or situation that might arise on center premises or in community settings, which could include a full range of physical tasks including lifting and carrying.

Mental Functions:

The ability to collaborate with a team of Advocates that are scheduled to ensure 24/7 access to services. Ability to handle the stress of everyday contact with survivors, their significant others, community members, organizations, agency staff and volunteers. Written and verbal communication skills are essential, including articulate public speaking skills, effective and compliant grant writing skills, and production of professional and effective planning and report documents. Must show mature leadership in problem solving, decision-making and team building. Responsible for integrity and sound judgment in areas of confidentiality and legal, ethical and policy areas for the program operations.

Professionalism Requirements:

- Communication skills, including the ability to modify, develop and improve skills
- Positive attitude
- Excellent teamwork skills
- Accepts other assignments, beyond primary job duties, that may support agency public relations, community education and fund raising or service delivery
- Participate in volunteer training and appreciation activities
- Able to receive feedback on performance and make changes necessary to perform the job
- Flexible; can change and adapt
- Ability to problem solve and move on without withdrawing from the team or negatively impacting team productivity
- Consistently and thoroughly reads and responds appropriately to written information
- Ability to seek support and clarification in a timely manner from appropriate managers
- Professional interactions with visitors, volunteers, donors, board members, and funders
- Accept professional development and life-long learning as a requirement of the job
- Recognize how personal values, opinions and biases can affect professional judgment
- Able to accurately articulate the RRI mission and services to public (ie...professional elevator speech)
- Exhibit alertness to capture opportunities in community settings for victim services, public awareness, community partnerships, sources for volunteers, guest trainers and donors, and then embrace effective team follow up that yields progress or results and impacts the mission