

Development Manager Job Description

Can Do Canines is dedicated to enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs. The dogs are provided to the client at no charge. The organization is supported primarily by donations from individuals, corporations, service clubs, and foundations. We receive no government funding.

Job Description

Job Title: Development Manager

Reports to: Development Director

Job Summary: Responsible for all development staff in the day-to-day performance of their jobs. Ensuring that project/department milestones are met and adhering to approved budgets.

Salary Range & Benefits: Exempt, Salaried

Eligible for Health and Dental Insurance, 403(b), Paid Time Off (PTO)

Hours Required: Minimum 40 Hours per week, including weekend and evening hours.

Relationships

Positions Supervised: Development Associate, Development Assistant, Event Coordinator

Person Making Work Assignments: Development Director

Frequent Interactions With: Development team, Executive Director, Marketing and Communications Manager.

Major Duties and Responsibilities

1. In consultation with the Development Director, creates a development plan and a comprehensive annual giving program.*
2. Prepares dynamic annual fundraising goals for the department including objectives, budgets and operational plans.*
3. Leads the development team in achieving fundraising benchmarks for annual fund goals, special events, new and renewing gifts and face-to-face solicitations.*
4. Expand upon our workplace giving, tribute and memorial programs.*
5. Using the Benevon fundraising system, create a plan to expand the income goals and increase donor participation at all levels.*
6. Oversee the GiveMN “Give to the Max Day” program to increase revenue and number of donors each year.*
7. Champion the gift acknowledgment process, ensuring they’re timely, meaningful and documented in the donor’s record.*
8. Strategically develop content for “special purpose” donor correspondence as needed.
9. Work closely with the Marketing and Communications Manager to promote all campaigns.
9. Other duties as assigned.

*Denotes essential functions of this position.

Required Qualifications

Experience

Knowledge of and experience in development programs and extensive knowledge of related processes. One to three years of supervisory experience, leading and developing teams. Ability to competently and professionally represent the organization publically, including in-front of a camera. Superior time and project management capabilities and able to work in a fast paced environment. A demonstrated track record of achievement in development goals. Significant understanding of donor specific databases, Google suites, Microsoft suites and e-marketing platforms. A commitment to the Association of Fundraising Professionals Code of Ethical Principles and Standards.

Knowledge and experience in working with people with disabilities are preferred.

Education

Bachelor’s Degree in related field and five or more years of related experience, or Master’s degree and three or more years of related experience, or reasonable variation of the above.

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<u>Expected Working Conditions** for This Position</u>	<u>Frequency</u>
1. Exposure to dog and cat dander.....	Daily
2. Exposure to dog and cat feces.....	Never
3. Work directly with dogs.....	Rarely
4. Exposure to cleaning chemicals.....	Rarely
5. Use cleaning tools: mops, brooms, floor "Zamboni", floor buffer, vacuum cleaner, etc.....	Never
6. Work outdoors.....	Rarely
7. Work in public environment, sometimes in retail.....	Frequently
8. Work in prison environment.....	Never
9. Work in office environment.....	Daily
10. Perform work using a computer.....	Daily
11. Heavy lifting, up to 30 pounds.....	Occasionally
12. Heavy lifting, 30 pounds or more.....	Rarely
13. Stoop, crawl, kneel, rise from a prone or kneeling position.....	Rarely
14. Sit for long periods of time.....	Daily
15. Stand for long periods of time.....	Regularly
16. Work in small or cramped spaces.....	Rarely
17. Perform work using a telephone.....	Daily
18. Work with clients.....	Occasionally
19. Work with parties external to the organization.....	Daily
20. Work with volunteers.....	Frequently
21. Drive organizational vehicles.....	Occasionally
22. Handle checks, cash, credit card transactions.....	Regularly
23. Public Speaking.....	Frequently

Working Conditions Guidelines:

Daily = Daily

Frequently = Weekly

Regularly = Monthly

Occasionally = Quarterly to Bi-Annually

Rarely = Annually

Never = Never

**Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."

Please send your COVER LETTER and RESUME via email to hr@can-do-canines.org.

Please - no phone calls or personal stop-ins. Thank you!