Job title:	Development Manager
Reports to:	Senior Director of Development
Approval date:	

PURPOSE OF THE JOB: The Development Manager is responsible for the design, implementation and management of programs and activities aimed at raising funds from individuals and the corporate community in support of the Kauffman Center. This position identifies, cultivates, and personally solicits prospects, resulting in the consistent acquisition and retention of donors.

ESSENTIAL JOB FUNCTIONS

Leadership:

- Serves as one of Kauffman Center's primary fundraisers.
  - Creates and executes best in class fundraising programs that broaden donor base and increase donor acquisition and retention rates.
  - Serves as staff liaison to auxiliary groups affiliated with the Kauffman Center.
  - May supervise duties of appropriate support staff.

Annual operating dollars:

- As an external-facing member of the Development Department, this individual is responsible for annual fundraising goals, ranging from $700K - $1.2M.

SPECIFIC RESPONSIBILITIES

Program Management:

- Ensure that membership and other donor programs are appropriately designed to meet annual goals.
- Plan and execute comprehensive acquisition and retention strategies that include direct solicitation, special events, communication strategies, direct mail appeals, timelines, budgeting and acquisition/retention campaigns.
- Working with Senior Director of Development, helps create and execute strategies to grow the Kauffman Center endowment and Legacy program.

Relationship Cultivation:

- Cultivate and maintain a portfolio of 50 -75 prospects.
- Move donors through the continuum of giving.
- Develop external alliances and collaborations to achieve fundraising goals.
- Broaden and diversify the current donor base.

- Develop and implement upgrade campaigns.
- Create strategies to re-engage lapsed donors.

Administration:

- Uses Tessitura donor database system to track and record all prospect/donor interactions.
- Performs other duties as required.
- Ability to work evening and weekend events as required.

CHARACTERISTICS REQUIRED:

Relationship cultivation:

- Ability to motivate and work closely with individuals from all walks of life.
- Exceptional interpersonal skills and ability to build confidence and rapport among colleagues and stakeholders.
- Successful record of working with sources of influence.
- Experience in cultivating professional relationships that support collaboration.
- Collegial and collaborative work style.

Attributes:

- Communication: Outstanding oral and written communication skills; exhibit listening and comprehension abilities.
- Ethics and professionalism – Treats all people with respect, inspires trust of others and works at the highest levels of integrity while upholding organizational values. Accepts responsibility for personal actions and follows through on commitments.
- Customer service – manages difficult or emotional customer situations; responds promptly to customer needs; solicits patron feedback to improve service; response to requests for service and assistance; meets commitments.
- Diversity commitment – shows respect and sensitivity for people with similarities and differences in terms of age, cultural backgrounds, physical challenges, race, religion, gender and sexual orientation.
- Innovation- Displays original thinking and creativity in effectively mobilizing the best use of human, financial and technological resources and presents those ideas and information in a manner that draws attention and support.
- Planning and organizing – sets specific, measurable, attainable, reviewable, and time-sensitive goals and objectives and develops realistic action plans to ensure effective implementation with full respect and understanding of the annual operating expenses.
- Leadership – displays passion and optimism that inspires respect and trust while providing inspiration to peers.

- **QUALIFICATIONS**

Goal-oriented: Comfortable working to targets/performance indicators and with financial projections, reporting, strategic planning. Prior experience raising $1M+ annually.

Experience:

- Minimum of five years' experience in development or related work where candidate has directly solicited individuals and other external sources.
- Strong knowledge of and comfort working with key donors and community leaders.
- Experience working effectively with volunteer organization leaders.
- Proven ability to multi-task and juggle multiple projects at the same time.
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Communications: Superior written and oral communication skills.

Technology:

- Highly computer literate in understanding databases and Microsoft Office products.
- Demonstrated understanding of how data capture and database management of donor-related information cultivates and sustains donor relations. Tessitura database experience preferred.
- Uses technology to "touch" donors, prospects and the community at-large.

ORGANIZATIONAL VALUES

Own it, get it solved	Aim for excellence	Be enthusiastic	Act with respect
■ Integrity ■ Honest communication ■ Transparency ■ Trustworthy ■ Responsible	■ Striving to improve or meet a standard of excellence ■ Motivated	■ Flexible ■ Fun ■ Embraces new ideas	■ Service ■ Considerate of others ■ Treat others with dignity and care ■ Work toward shared goals