



Job Title	Development Manager
Reports to	Executive Director
Pay Classification	Exempt
Weekly Hours/Salary	40

Mission

To empower girls to embrace a strong sense of self. Unlike any other organization, GITK does this through a variety of programs, including a four-part Empowerment Workshop Series led by licensed female professionals in their field delivered to pre-teen girls ages 9-13 and trusted adults. GITK strives to be the first step in the journey through adolescence. We are focused on growing our programs and expanding our reach.

Job Purpose

The Development Manager is a critical part of the Girls in the Know team. The Development Manager is responsible for fundraising and directly overseeing major events, annual giving, and the cultivation and stewardship of donors. This position will include specific outcomes tied to financial goals stated in the annual plan and will work closely with the Executive Director, Grant Writer (contractor), Office Administrator and fund development committees.

Duties and Responsibilities

Development

- Develop and maintain strategic partnerships and relationships with community partners, business leaders, donors, volunteers and fund recipients as determined by the Executive Director to increase revenue.
- Identify recruit and develop new donor and business prospects on a year-round basis.
- Initiate new ways to generate revenue by building and expanding a network of donors alongside the Executive Director.

Fundraising

- Lead fundraising projects, monthly giving programs, special appeals, grant writing, electronic newsletters, and other elements that support annual giving.
- Assist Executive Director in creation of Annual Fundraising Plan.
- Assist Executive Director in creation of budgets for major events.
- Coordinate the planning and implementation of major events.



- Individual solicitation of gifts between \$250 and \$2,500.

Marketing

- Assist Marketing Consultant with marketing and communications plan and on-line giving, digital communications, key messaging, storytelling and brand experience
- Identify strategies and opportunities to best engage volunteers and staff the various committees alongside the programs team and Executive Director.
- Work directly with staff, board members, volunteers, donors and community resources to provide goal setting, key audience-focused messaging, account development implementation and strategic direction to ED, board and volunteers.
- Assist Marketing Consultant in the development and implementation of social media marketing, public and media relations, new website content, communication/resource development, materials and brand management as directed by Executive Director.
- Assist Marketing Consultant with the creation of written materials and inspire strategy for segmented messaging.

Effective and Engaging Communicator

- Work effectively with other departments to achieve GITK goals and communicate to various stakeholders.
- Identify key messages to inform case for support alongside Program Engagement Coordinator, and Marketing Consultant, and ensure that language is consistent with the brand guide.
- Manage various database systems such as Bloomerang to aid stewardship/cultivation of all tiers and personally manage Tier 2 donor group cultivation, moves and stewardship.
- Manage communications with the Advisory Council group, Development and Marketing Committee, and Event Committees.

Critical Thinking and Creative Problem Solving

- Research, develop, and implement industry and Girls in the Know best practices to improve database management, systems, and reporting.
- Tracking metrics for donor moves management through maintenance of dashboard and updates of reporting as necessary.

Planning and Implementation

- Implement new projects and initiatives as decided by the Executive Director.
- Update grants calendar, assist with writing grant reports, applications, and impact reports outside scope of grant-writing consultant.



- Update, finalize, and format in-house attachments for grant applications. Examples include funding sources, agency overview, board list, etc.
- Manage the administrative duties for giving clubs, including Empower Her Sustainers.
- Manage the administrative duties for the Advisory Council, Development & Marketing Committee, Event Committees. Manage the administrative duties for the annual Knowledge & Power event.

Desired Qualifications

- 5-plus years of professional experience in a nonprofit organization; demonstrated success in a development role.
- Proven ability to manage donor relations, achieve donor retention and increase annual donations.
- Excellent project management skills necessary to handle responsibilities that transcend organizational areas, Ability to multitask.
- Strong attention to detail
- Exceptional communication and customer service skills
- Technical skills, including proficiency with Microsoft Office programs
- Ability to develop and work within timelines and budgets
- Ability to handle confidential information
- Familiar with donor databases/CRMs, specifically Bloomerang, to ensure constituent files are current and systems are utilized in day-to-day operations
- Strong record keeping skills
- Presentation skills, including welcoming guests to events;
- Charismatic, personable, and motivational in working with youth and volunteers
- Highly professional demeanor
- Possess a valid driver's license and have use of an insured motor vehicle.
- Experience in with personalized donor stewardship and relationship building a plus
- Experience working within CRMs or Donor Databases such as Raiser's Edge, Bloomerang, Salesforce, etc.

Working Conditions

- Full-time (40) hours, participation in early morning, evening, and weekend meetings and events will be required as needed. Employees are expected to work 80% of their work hours within regular "core" business hours Monday through Friday 8:00 am 5:00 and 3 days per week in a shared office space. Employees may work up to 20% of their work hours virtually using a Girl in the Know technology platform.



Physical Requirements

- Frequently move, transport, position equipment up to 30 pounds for various event needs.
- Must be able to remain in a stationary position for extended periods of time indoors (up to 6 hours)
- Employees carry materials, boxes, display equipment and help set-up and break down events

Direct Reports

- Support Contract Grant writer and Contract Marketing professional. Manage any interns or volunteers and their assigned duties/responsibilities.

Performance Goals

- Calendar management – consistently updating weekly
- Sending communications to the board as determined including board update
- Serve as staff lead of the following committees as appointed by ED: Development Committee, Advisory Council and Event Committees. Support with leadership of K&P Committee, including administrative functions, meeting planning (agendas, invites), individual member communications and follow up, and acting as a point of contact for the event planner
- Support the Development and Marketing efforts through administrative functions, including strategy and improvements to CRM use, providing a monthly review and report on team usage
- Possess an understanding of organizational goals, attending an annual development training
- Follow-up with those who express interest via info@girlsintheknow.org account within 48 hours
- Send handwritten TY notes following meetings, for stakeholder birthdays and other milestones within one week, and coordinating donor gifts for tiered donors within 3 days of event
- Oversee the process of gift entry and donations, make deposits, ensure tax letters for all gifts are received within a timely manner.

Compensation

- The position is full time (40hrs/week) with a competitive benefit package including medical insurance and optional dental and vision insurance and a generous time off package. Salary range is \$50,000 - \$60,000 commensurate with experience.



Applications will be accepted through **April 10, 2023**

To apply, please email cover letter and resume

To: gitkjobs@girlsintheknow.org

Attn: LaKricia Cox

Subject: Development Manager

For more information about our organization, please visit our website at
www.girlsintheknow.org