

DEVELOPMENT MANAGER

POSITION SUMMARY:

To build relationships and cultivate goodwill with donors, potential donors and the public to communicate the mission and needs of Coyote Hill. To coordinate and organize fund development for the continued growth and expansion of the ministry. This is an opportunity to be part of a growing and dynamic team that works together as a professional ministry. This is a full-time position that is expected to work some irregular hours.

ACCOUNTABILITY:

Responsibility for the direct supervision of the Development Manager is the Development Director.

DUTIES & RESPONSIBILITIES:

- Serve on the Development team to create goals related to development activity and results both for the whole ministry and each specific location.
- Recruit individuals, churches, businesses, and organizations to give or volunteer for the ministry.
- Plan and execute an annual fundraising event for the designated location.
- Research potential donors, churches, foundations, and other development opportunities.
- Develop relationships directly with donors and potential donors to communicate the needs of Coyote Hill and help donors plan their giving to be mutually beneficial. This will be done one on one, in small and large groups, on the phone, through the mail and any other means deemed appropriate.
- Make direct requests to donors for needs for families and children.
- Present the cause to churches, civic organizations, businesses, etc. to educate the community on the needs of the ministry.
- Maintain donor records and process thank-you letters and other related correspondence in an accurate and timely manner; and promptly forward all pertinent and important donor information to the appropriate staff.
- Acknowledge major donors through public and private recognition.
- Track and report progress using specific metrics and donor management system
- Professionally represent Coyote Hill at all times.
- Attend all Coyote Hill fundraising events, assisting in stewardship at the event.
- Uphold Coyote Hill and Child Placing Agency policies and procedures, including leadership expectations and core values.
- Other duties as assigned.

REQUIREMENTS (Qualifications & Competency):

Must be at least 21 years of age. Must hold a valid driver's license, have and maintain a risk-free driving record, be able to drive day or night. Must be willing to undergo an initial and periodic police/law enforcement records check and must pass the background screening process required

and conducted by the Missouri Department of Social Services and maintain a positive screening. Must be willing and able to work irregular hours. Regular and predictable attendance is also expected.

Personal characteristics include dependability, ability to work well with others with a cheerful and professional attitude, ability to plan and execute tasks in an organized and timely manner, achieve performance goals, and flexibility to adjust as work demands and procedures change. Exceptional communication skills, both verbal and written, are a must. As a representative of Coyote Hill, personal and moral integrity are essential as well as maintaining confidentiality.

A bachelor's degree is required. Experience in fundraising is preferred. Experience using fundraising CRM and willingness to learn quickly. Demonstrated experience in successfully working independently and planning and initiating successful events is preferred. Excellent communication and interpersonal skills are essential.

Dress code is smart casual, business casual, or business dress, depending upon the circumstances and particular donors.

ACKNOWLEDGMENT

I have reviewed this job description, and I understand my job duties and responsibilities. I am able to perform the essential functions of this role as outlined above. I also understand that my job may change on a temporary or regular basis according to the needs of Coyote Hill. I have addressed any questions I have about this job description before signing below.

My **JOB DESCRIPTION** at Coyote Hill.

Signature: _____

Date: _____