



JOB DESCRIPTION

Title: Development Manager
Classification: Exempt
Reports To: Director of Development

Overview

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders. All employees are expected to model and support health and wellness activities and healthy coping skills for clients and staff.

The Development Manager is responsible for building and growing an effective annual giving program, the supporting database and assisting with special events. The manager will administer and oversee multiple direct mail projects, activity reporting and analysis, mailing list management, and donor/prospect research.

Essential Duties and Responsibilities

- Plans and implements multiple direct mail appeals with a high degree of customization and emotional appeal including e-campaigns, giving societies and donor acquisition. Work with Director of Development and Communications Manager on theme and artistic concept.
- Manages the daily operation of the donor database, including entering gifts, acknowledgement letters, reconciling with the Sr. Accountant, producing accurate financial activity reports, while ensuring the integrity of the data.
- Creates and manages reports, mailing lists, including emails for all communications, invitations and solicitations.
- Coordinates all grant activities with the grant writer, including submissions, tracking and reporting.
- Plays active role in all aspects of event management from concept to implementation to follow up; take lead role in working with electronic bidding company.
- Works closely with the Assistant Director of Communications to ensure everyone speaks with one voice.
- Assists Development Committee in setting goals and designing strategies to achieve those goals.
- Works with the Development & Communications team to develop campaign-related themes and concepts throughout all relevant and digital materials.
- Provides excellent customer service, anticipating and exceeding the needs of our customers.

Requirements

- Bachelor's degree required, CFRE preferred, three years of experience in direct mail and managing a complex database, experience with DonorPro/Salsa, CRM.
- Must possess knowledge of fundraising principles and practices and maintain a professional, polished demeanor.
- Detail-oriented, with strong organizational, analytical, and planning skills.
- Aptitude for the management and effective use of information systems in support of a development program.
- Initiative and independence in carrying out responsibilities.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.
- Commitment to maintain confidentiality and a high degree of accuracy in donor records.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.

- Understands and supports a trauma informed system of care
- Ability to obtain Act 33 and 34 Clearances.
- Valid PA driver's license.
- Works collaboratively with the staff with an attitude of collegiality and mutual respect.
- Ability to support the agency's mission and philosophy and demonstrate sensitivity to cultural diversity and workplace harmony.
- Value and exhibit excellent customer service

Working Conditions:

- Ability to work in POWER's various program sites and offices.
- Ability to work the hours necessary to complete the work.
- Ability to lift light boxes of office supplies.

Disclaimer:

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to do this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

POWER is an equal opportunity employer and provider

Employee’s Signature

Date

Supervisor’s Signature

Date