

Links for Life
POSITION DESCRIPTION

POSITION TITLE: Development Manager

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt

General Purpose:

Under the general direction of the Executive Director, the Development Manager will build strong community relationships with local businesses, organizations and volunteers to build support for Links for Life. The position requires strong initiative and independent judgment. In addition, the Development Manager is responsible for assisting in all aspects of financial support for Links for Life programs and services. This position assists the Executive Director with the annual budget and is responsible for developing a comprehensive plan for raising support during the year. Responsibilities include developing project budgets, event coordination and assisting in identifying high donor prospects. This position assists the Patient Navigator with training volunteers on a year-round basis.

Essential Duties and Responsibilities:

- Research prospective funders for Links for Life programs, both new and ongoing.
- Coordinate all Links for Life fundraising events.
- Coordinate potential funder/funding events as appropriate.
- Keep funder database up to date to accurately track gifts; proposal and grant report deadlines; mailings; contact information; etc.
- Writing and edit grant proposals
- Assist in the development and implementation of annual fundraising efforts and other appeals as appropriate during the year.
- Issue and develop appropriate communications/mailings (e.g., direct mailings of Links for Life Newsletter, etc.) Including social media
- Assist the Patient Advocate with patient services as backup.
- Listen actively to caller's needs and connect them with the appropriate resources.
- Manage volunteer opportunities, volunteers, and keep appropriate volunteer records.
- Some nights and weekends required.
- Perform other duties as assigned.

Employment Standards:

- Embrace the mission of Links for Life.
- Outstanding Computer Skills, including Microsoft Office
- Strong verbal and written communication skills. Ability to act as liaison with high donors and funding community to develop and sustain relationships.
- Confident public speaking and ability to express ideas verbally and in writing.
- Previous experience researching and cultivating prospective funders and matching foundation areas of giving with appropriate programs.
- Ability to be flexible and respond to ever changing development and organizational needs.
- Knowledge of budgetary and financial reporting—ability to create and maintain a budget, ability to interpret organizational budgets as appropriate for funder proposals, reports, etc.
- Good decision-making, problem-solving and interpersonal skills.
- Ability to work with minimal supervision – self-motivated & confident
- Capable of handling multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.

Education:

- B.A./B.S. preferred with an emphasis or concentration in nonprofit management, business, marketing, public relations or related field.
- Two to five years professional development and fund-raising experience.
- Experience and contacts in Kern County are a plus.

Please send letter of interest, resume and writing sample to:

Links for Life, via email:

staff@linksforlife.org