

# Development Manager

Bakersfield, CA  
Full Time  
Links for Life  
Experienced

Links for Life is seeking a **Development Manager** who 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 Advocate with training volunteers on a year-round basis.

## Links for Life Mission

Links for Life believes everyone fighting breast cancer is a Survivor. We exist to:

- Improve breast health outcomes in Kern County
- Educate and empower our neighbors to take ownership of their breast health
- Provide care and support to people affected by breast cancer

## 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 the funder database up to date to accurately track gifts; mailings; contact information; etc.
- 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.
- Assist with grant writing when necessary.

- 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 are 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.
- 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 of professional development and fund-raising experience.
- Experience and contacts in Kern County are a plus.

*Please submit resume and letter of interest to [jobs@PASassociates.com](mailto:jobs@PASassociates.com).*

Post-offer background check will be conducted.

35 hours/week

Pay Range - \$65,000 - \$69,000 per year

EOE