

Development Manager Job Description



About Brightside Child & Family Advocacy

The mission of Brightside Child & Family Advocacy is to provide services to prevent child abuse and neglect by strengthening and supporting healthy family relationships. We believe in a community where every child is given the opportunity to thrive in a safe and loving home. In all we do, all members of our team embrace and demonstrate behaviors aligned with our Culture and Values, including:

- We are supportive of one another.
- We communicate openly and honestly.
- We value one another.
- We hold ourselves to the highest ethical standards.

Development Manager Job Summary

This position coordinates fundraising related to special events and donor solicitation to ensure Brightside has the necessary financial support to achieve the mission.

Qualifications

- Passion for the mission of Brightside Child & Family Advocacy
- Bachelor's degree in related subject is preferred or equivalent experience;
- At least three years' experience in event planning and fundraising;
- Strong leadership skills combined with excellent organizational abilities and attention to detail;
- Strategic thinking skills demonstrated by results in various projects;
- Outstanding interpersonal skills with the ability to influence and engage a wide range of donors;
- Strong computer skills and ease with technology including proficiency in donor databases and Microsoft Office software;
- Strong written and verbal communication skills; and
- Availability for weekend and evening work to support fundraising and marketing activities.

Traits & Distinguishing Characteristics

- Maintains exceptionally high standards of integrity, confidentiality, and professionalism;
- Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions;
- Works collaboratively with all team members and stakeholders;
- Seeks and receives feedback graciously and with a dedication to continuous improvement; and
- Fosters teamwork and assumes positive intent in collaborating with others.

Duties & Responsibilities

- Responsible for planning, organizing, and coordinating events including Brightside's signature event, Dancing with Savannah Stars;
- Manage individual giving program, including drafting direct mail and digital appeals, pulling mailing lists, and working with mail house to send out solicitations;
- Works to develop and maintain a comprehensive strategic plan to include donor solicitation strategies to targeted individuals, corporations and businesses, foundations, special events, and in-kind donations;
- Works closely with the Executive Director and Board of Directors to appropriately expand and diversify the donor base through an ongoing cultivation and stewardship program;

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- Attends community events, meetings, or conferences to promote organizational goals;
- Assists in production of the annual report by collecting data year-round, creating a story board, and collecting pictures;
- Coordinates the fundraising committee which consists of board members and volunteers;
- Gathers information about nonprofit fundraising trends and technology; and
- Oversees the contracted communications and marketing of the organization, including awareness campaigns, message and brand development, print and electronic materials, media relations and social media outreach

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing, and visual acuity sufficient to perform these major functions.
- Includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. Must have a driver's license.
- Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.

How We Operate

- We assume positive intent.
- We take space and make space.
- We speak from our own experience.
- We are conscious of our nonverbal cues.
- We recognize and account for the difference between intent and impact.
- We are respectful of each other's time and space.
- We ensure confidentiality.
- We share concerns with the whole group and avoid side conversations.
- We listen with an open mind.
- We actively develop conflict resolution skills.

Benefits: This is a full-time position that includes health, vision, and dental benefits as well as paid time off. Salary range: \$42,800 to \$52,000 contingent upon experience.

To Apply: Email a cover letter and resume to jobs@savannahcasa.org with "Development Manager" as the subject. No phone calls, please. All resumes should be received by 12/31/2021. Interviews will begin 1/3/22.

Brightside Child & Family Advocacy is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, bilingual and bicultural individuals as well as members of the lesbian, gay, bisexual, and transgender communities. Job applicants and staff shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.