



POSITION DESCRIPTION

Title: Development Manager

FLSA: FTE

Reports To: Executive Director

Salary: \$45,000 - \$50,000

Revisions Date: August 2023

SUMMARY

This is a rare opportunity to join a premier summer camp program and make a serious impact in the industry. We are a small, NPO located outside of Cleveland, OH, and run by a tight-knit group of passionate adventurers. As part of a small team, all employees must be comfortable wearing multiple hats, as daily job duties fluctuate in this seasonally motivated business.

The Development Manager serves as an integral member of the year-round leadership team and is responsible for building internal and external relationships, identifying new business and growth opportunities, directing strategic marketing, supporting operations planning, increasing financial growth, and building the company's exposure and brand. The Development Manager will be responsible for working within the senior leadership team to develop strategic plans to create new revenue generation opportunities and create a high-functioning and effective team.

ESSENTIAL FUNCTIONS

Donor Relationship, Management, and Stewardship

Develop, manage, and oversee individual donor program.

- Cultivate and guide major donors gifting more than \$1,000
- Steward deeper engagement, gift renewal, and increased affinity with donors and funders
- Manage all phases of the donor-giving cycle for donors and prospects, including individuals, civic groups, corporations, etc. Includes annual mailings and end of year appeals
- Strategize diversification and expansion of donor community
- Update and maintain accurate donor data through a CRM system

Development Strategy and Fundraising

Lead the Development Department's strategic plan and major fundraising programs (e.g. M4Max Challenge, Backpack Bivouac) and other events.

- Collaborate in the development of the department's budget and annual/long-term strategic planning of the organization
- Develop and lead implementation of the annual fundraising plan, including scaling and marketing strategy
- Establish vendor relations and coordinate vendors, event, and volunteer logistics
- Spearhead permit and other related program logistics and administrative tasks
- Recruit Advisory Council Members and other fundraising partners and sponsors

Grants and Institutional Funding

Spearhead grant and institutional funding pipelines and other solicitations for financial and in-kind support.

- Research, identify, and strategize appropriate grants, public/private procurement proposals, and other funding sources
- Gather appropriate data for and execute on grant writing, reporting, and other related supplemental material and follow-up
- Prepare routine donor reports, supplemental materials, presentations, etc. as needed

Marketing and Communications

Strategize a long-term marketing and communications strategy.

- Analyze and improve marketing presence and ROI across various platforms
- Develop and execute an annual marketing strategy inclusive of department budget, performance metrics, collateral, branding, social media, digital, merchandise, and print promotion
- Assist with all forms of communication constituents, including print, digital, and in person

Operations

Assist with internal organization operational procedures and maintenance.

- Set goals and developing plans for business and revenue growth
- Research, plan, and implement new target market initiatives
- Set goals for the development team and develop strategies to meet those goals
- Train, evaluate, and help organizational staff with becoming more efficient
- Oversee sales growth, business expansion, the formation of strategic partnerships, and increased profitability
- Be aware of new market opportunities, possibilities for expansion, competitor developments, and the current sources of the company's revenue

Miscellaneous

- Assist as needed depending on team needs
- Evening and weekend hours may be required as related to special events and programming

KEY CHARACTERISTICS

The right candidate understands the importance of industry-leading customer service, is programmatically creative, and is adept at managing large amounts of data and information. Other key characteristics include:

- Minimum 2 years-experience in nonprofit fundraising, grant/proposal writing, or management/reporting of development initiatives
- A strong strategic, analytical and data-driven approach to marketing, fundraising, institutional funding, relation cultivation, and development
- Bachelor's degree is required; an advanced degree in a related field is beneficial
- Self-motivated, persistent and fearless when it comes to efficiently solving problems independently
- Proven track record of strategizing and achieving funding targets
- Team player - have the guts and initiative to ask questions, make suggestions and continually have conversations related to what we are working on
- Fluency with Microsoft Office/Suite (Outlook, Drive, Sheets, Calendar, Forms, etc.)
- Exceptional attention to detail, strong written and verbal communication skills
- Ability to learn on your own, try new things, and apply ingenuity to figure out how we can set up the organization for financial success
- Hyperactive + hyper focused = capable of keeping up with a small, extremely smart and fast-paced team.

WHERE YOU WILL SHINE!

The position of Development Manager is well-suited for someone looking to be challenged as a leader in a successful organization. They are constantly thinking up new and creative ideas for our brand to always stand out from the rest, while being able to have engaging and transferable conversations with donors and customers. The ideal candidate will have an outlook that is positive, assertive, and flexible. They need to be ready and willing to take on new roles and responsibilities outside of the scope of the job description to support the growth of camp. While the Development Manager will be supported and nurtured as a member of the leadership team, a successful Development Manager will be a highly motivated person and self-starter, willing to try new things often, prepared to make mistakes and learn from them, and able to take on challenges with a consistent sense that their voice and skills matter as a part of the team.

TO APPLY

Submit your resume and letter of interest expressing your interest to Executive Director, Ian Roberts at ian@camphomitakoda.org. Resumes accepted until filled. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.