



Director of Development

This position will be preferably based in Atlanta, Georgia, but open to remote for the ideal candidate. The person will be responsible for the leadership, direction, and management of all fundraising initiatives including corporate sponsorships, government grants, major gifts, annual funds, and planned giving. This person would be expected to work with individual donors, corporations, businesses, foundations, estates, wills, planned gifts, etc that would benefit the MANRRS organization.

You will play a key role in engaging directly with diverse stakeholders within the MANRRS network and at the universities. You will work closely with the National Office to achieve your goals; you will develop deep insights into partners' needs through the national presence and will be responsible for clearly documenting and communicating these customer insights back to the MANRRS National Office.

The ideal candidate will have strong customer-facing skills, professional presence, the ability to think broadly, and the presence to help bring all of MANRRS assets into one integrated fundraising strategy agenda.

You will report directly to the Chief Operating Officer and will help coordinate the MANRRS strategy with partner organizations. An ability to operate independently, proactively, and intuitively in a shifting environment is essential. A minimum of 45% travel is required.

JOB DESCRIPTION

WORKING TITLE:	Director of Development	STATUS:	Exempt
DEPARTMENT NAME:	Development	LOCATION:	Remote
REPORTS TO (TITLE(s)):	Chief Officer of Operations		

JOB SUMMARY:

Under the direction and guidance of the Chief Officer of Operations and in coordination, this position is responsible for the leadership, direction, and management of all fundraising initiatives including corporate sponsorships, government grants, major gifts, annual funds, and the planned giving.



ESSENTIAL FUNCTIONS:

- Drive a disciplined approach to fundraising and the development process across the organization.
- Drive achievement of all established metrics for all fundraising.
- Deliver on all financial performance goals and objectives.
- Build and develop a long-term sustainable fundraising program portfolio.
- Strategic and tactical planning/forecasting.
- Donor segmentation, identification, prospecting and planning.
- Work closely with appropriate staff to ensure appropriate stewardship across the organization.
- Oversees creation of all fundraising-related marketing material.
- Drive disciplined utilization of the Fundraising CRM system.
- Plan, execute, and evaluate fundraising campaign activities.
- Successfully develop and manage the overall fundraising budget.

EDUCATION:

- Bachelor's Degree required.
- Master's or MBA preferred.
- 5-7 years of front-line fundraising experience in Corporate and/or Individual Giving and Major Gifts.

EXPERIENCE:

- Experience with strategic account and/or key account development.
- Experience in large-scale major donor development
- Experience managing fundraising operations.
- Experience driving aggressive fundraising metrics.

FINANCIAL AND BUDGET:

<u>Level of Responsibility</u>	<u>Revenue and Expense</u>	<u>Budget</u>
● No responsibility	X	X
● Responsible for tracking and keeping management apprised	X	X
● Position is accountable for forecasting (P/L) or developing budget	X	X
● Position has final accountability for P/L and/or budget expenditures	X	X



INTERNAL/EXTERNAL CONTACTS:

<u>Level of Responsibility</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Periodically</u>	<u>Rarely</u>
• Employees at this location	X	X	X		
• MANRRS representatives at other locations	X	X			
• General public				X	
• Professional associations				X	
• Vendors				X	
• Governmental offices					X
• Sponsors				X	

EQUIPMENT KNOWLEDGE:

<input checked="" type="checkbox"/>	Computer	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>	Telephone	<input checked="" type="checkbox"/>	Printer	<input checked="" type="checkbox"/>	Scanner
<input checked="" type="checkbox"/>	Calculator	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Camera	<input checked="" type="checkbox"/>	Audio Visual	<input checked="" type="checkbox"/>	Palm Pilot
<input type="checkbox"/>	Pallet Truck	<input type="checkbox"/>	Hand Truck	<input type="checkbox"/>	Forklift	<input type="checkbox"/>	Hand & Power Other	<input type="checkbox"/>	Engraving
<input checked="" type="checkbox"/>	Fax Machine	<input checked="" type="checkbox"/>	Video Camera / Digital Camera	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other

SOFTWARE KNOWLEDGE:

<input type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Excel	<input checked="" type="checkbox"/>	Word	<input type="checkbox"/>	Contribute	<input checked="" type="checkbox"/>	PowerPoint
<input checked="" type="checkbox"/>	CRM	<input type="checkbox"/>	Macola	<input type="checkbox"/>	People Soft	<input checked="" type="checkbox"/>	Internet	<input checked="" type="checkbox"/>	Intranet
<input type="checkbox"/>	HTML	<input type="checkbox"/>	Visual Basic	<input type="checkbox"/>	SQL	<input checked="" type="checkbox"/>	Marketware	<input checked="" type="checkbox"/>	Outlook
<input checked="" type="checkbox"/>	Adobe Acrobat	<input type="checkbox"/>	Graphics	<input type="checkbox"/>	Project Mgmt	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

PHYSICAL DEMANDS:

<input checked="" type="checkbox"/>	Writing	<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	Speaking	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Seeing
<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Driving	<input type="checkbox"/>	Carrying	<input type="checkbox"/>	Crawling	<input type="checkbox"/>	Pulling
<input checked="" type="checkbox"/>	Mobility	<input type="checkbox"/>	Pushing	<input checked="" type="checkbox"/>	Reaching	<input type="checkbox"/>	Squatting	<input type="checkbox"/>	Kneeling
<input type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Lifting to 15 lbs	<input checked="" type="checkbox"/>	Traveling by Air/Auto	<input type="checkbox"/>	Travel Time <u>25</u> %	<input checked="" type="checkbox"/>	Attend Events
<input checked="" type="checkbox"/>	Sitting	<input type="checkbox"/>	Pack/Unpack	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:



MENTAL DEMANDS:

X	Reasoning	X	Analytical Reasoning	X	Math	X	Problem-Solving
	Other	X	Customer Contact Language	X	Presentations	X	Verbal Communications
X	Changing Priorities			X	Training	X	Written Communications
X	Reading Documents or Instructions	X	Multiple Concurrent Tasks	X	Constant Interruptions		Other:

Inclusion Disclosure:

If you need assistance and/or reasonable accommodation due to a disability during the application or the recruiting process, please contact MANRRS at exec.office@manrrs.org.

MANRRS is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.