



Position: Development Manager – Brazos Valley

Reports To: Director of Development

Education: Bachelor's degree

Relevant Work Experience: 3-5 years' experience

Schedule and Status: Full-Time

Salary: Competitive and Negotiable

Overview: The Development Manager is a full-time salaried position reporting to the Director of Development. The Development Manager is responsible for coordinating fundraising and community engagement efforts in the Brazos Valley. The Development Manager is the lead special events staff in charge of all aspects of Starlight Affair and the Bryan Broadcasting Cares for Kids Radiothon. The Development Manager also participates in prospect identification, donor research, cultivation, solicitation and overall general stewardship of donors at all levels; including but not limited to individuals, corporate, McDonald's partners, community leaders and foundations in the Brazos Valley. The Development Manager works with the other Development staff and the Communications teams to identify opportunities for community partnership.

Essential Functions:

Donor Development:

1. Work with the Director of Development and the other Development staff to establish annual financial goals and strategies.
2. Act as lead staff in the Brazos Valley to maintain, steward, prospect and create new relationships with individual, corporate and organizational donors in the Brazos Valley.
3. Act as primary staff for Brazos Valley corporate and organizational donors.
4. In partnership with the Director of Development serve as staff to the Brazos Valley Community Advisory Council, the Development Committee focused on Brazos Valley, and work with CAC and committee volunteers to support RMHC CTX's mission.
5. Identify and secure opportunities to engage and present to community members, corporations, universities/colleges and community organizations to increase awareness about RMHC CTX's mission.
6. Serve as a member of the Development Committee and provide support as needed.
7. Work in collaboration with the Donor Database Manager to develop and maintain proper procedures and record keeping of donors.
8. Maintains involvement with external organizations and professional groups that may provide continuing education and connection for relationship building with donors/supporters.

Special Events:

1. Work with the Director of Development to establish annual financial goals and strategies for Brazos Valley special events.
2. Serve as the event coordinator for Bryan Broadcasting Cares for Kids Radiothon, Starlight Affair and various community events; manage committees and volunteers on strategies and actions.
3. Serve as Development team Brazos Valley liaison to Communications team on event marketing, media and promotion.
4. Assist with planning and implementation of technical and logistical event support including database information, website development, and form and registration creation.
5. Plan and execute post event activities including evaluating success and challenges.

Program Support:

1. Oversight of development revenue and expenses for the Brazos Valley in collaboration with the Director of Development. Work collaboratively with the Director of Finance on business processes related to revenue and expenses for the Brazos Valley.
2. Support the needs of Brazos Valley programs. Assist Chief Programs Officer and Volunteer Manager-Brazos Valley as needed.

Communications and Marketing:

1. Work with Communications team to shape and maintain Brazos Valley public relations, awareness, presence on the website, marketing communications materials and other promotional efforts.
2. Represent RMHC CTX at community events and serve as RMHC CTX spokesperson in the Brazos Valley.

Requirements:

1. Passion for the mission of Ronald McDonald House Charities of Central Texas.
2. Excellent written and verbal communication skills.
3. Advanced knowledge of Microsoft Office required.
4. Fluency working with fundraising databases.
5. Previous successful fundraising experience and community relations/engagement.
6. Previous successful experience working with staff and volunteers in a supervisory capacity.
7. Excellent interpersonal skills and the ability to relate to people of diverse backgrounds.
8. Demonstrated problem-solving and decision-making skills with the ability to work in a flexible, team-oriented environment.
9. Must be organized, able to accept direction and to work independently as well as part of a team.
10. Must maintain discretion with regard to confidentiality and privacy
11. Excellent presentation, public speaking and community relations skills.
12. Be dependable, flexible, and highly sensitive to and supportive of the mission of Ronald McDonald House Charities.

Position description is for informational purposes and is not an exhaustive list of all responsibilities. Additional duties that are consistent with the responsibility level of this position may be assigned.

Equal Opportunity Employment Statement

RMHC is committed to equal employment opportunity both in principal and in fact. All employment decisions including, without limitation, decisions regarding recruitment, selection, hiring, compensation, benefits, training, advancement, discipline, termination, layoff, return from layoff, and other terms, conditions and privileges of employment, are based on individual qualifications, without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status or any other status not listed here protected by law.