



**Position: Development Manager – Corporate and Community Engagement**

**Reports To:** Director of Development and Communications

**Education:** Bachelor's degree

**Relevant Work Experience:** 3+ 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 and Communications (DDC). The Development Manager is a strategic thinker responsible for assisting the organization in reaching its overall fundraising goals by managing a portfolio of major and annual fund donors, serving as the lead staff for the Austin-based Bandana Ball including oversight of the Bandana Ball volunteer event committees and by serving as the lead relationship manager for corporations and 3<sup>rd</sup> party fundraising contacts. The Development Manager also participates in every part of the fundraising continuum including prospect identification, donor research, cultivation, solicitation and overall general stewardship of donors at all levels; including but not limited to individuals, corporate, community leaders and foundations. The Development Manager works to identify opportunities for community partnership. The Development Manager is accountable to the CEO for stewardship of the mission statement.

**Essential Functions:**

**Fundraising and Donor Development:**

1. Manage a portfolio of current and prospective major, annual fund and event donors (up to \$25,000) including creating and executing individual donor engagement plans. Lead the fund development process for this portfolio including identification, donor research, cultivation, solicitation, closing of gifts, and stewardship
2. Work closely with the Volunteer Relations Coordinator to identify and strengthen relationships with corporations and organizations that volunteer with RMHC CTX. Serve as lead fundraiser for these entities.
3. In collaboration with the Director of Development and Communications, lead ongoing programmatic sponsorship efforts with corporations including Adopt-a-Room, Family Room, Healing Hearts and Happy Wheels Cart sponsorship asks.
4. 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.
5. Participate in bi-weekly moves management meetings and work with Capital Campaign Director and CAO to identify prospective capital campaign and other major donors.
6. Maintain up to date donor records in the Raiser's Edge for all event committee, corporate and organizational relationships.
7. Maintain involvement with external organizations and professional groups that provide continuing education and connection for relationship building with donors/supporters.
8. Support ongoing annual development activities and campaigns including fall and spring direct mail campaigns (Share a Night and Be the Light).

**Events:**

1. Work with the Director of Development and Communications to establish annual financial goals and strategies for the organizational special events, corporate sponsorships and 3<sup>rd</sup> party fundraising activities.
2. **Serve as the event leader** for Bandana Ball including cultivating and soliciting sponsorships, while also managing committee member and staff solicitations.

3. Lead the events management process for Bandana Ball and other Austin based donor cultivation, solicitation and stewardship events as needed.
4. Recruit committee leadership and manage event committees needed to ensure success on all strategies and actions.
5. Manage outside event contractor responsible for executing event logistics.
6. Work collaboratively with other development and communications staff on Bandana Ball marketing and promotion, including oversight of all technical and logistical event support surrounding database information, website development, and registration form creation.
7. Plan and execute post event activities including managing stewardship activities and evaluating successes and challenges.
8. Manage third party fundraising activities ensuring guidelines are followed and benefits are fulfilled.
9. Oversee event budgeting including all event income and expense management for Bandana Ball and 3<sup>rd</sup> party events.

**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. Some travel required. Some night and weekend work required.
5. Fluency working with fundraising databases (The Raiser's Edge and One Cause preferred.)
6. Previous experience raising annual fund support across a variety of revenue streams.
7. Previous successful event fundraising experience and community relations/engagement.
8. Previous successful experience working with staff and volunteers in a supervisory capacity.
9. Excellent interpersonal skills and the ability to relate to people of diverse backgrounds.
10. Demonstrated problem-solving and decision-making skills with the ability to work in a flexible, team-oriented environment.
11. Must be organized, able to accept direction and to work independently as well as part of a team.
12. Must maintain discretion with regard to confidentiality and privacy
13. Excellent presentation, public speaking and community relations skills.
14. Be dependable, flexible, and highly sensitive to and supportive of the mission of Ronald McDonald House Charities.
15. The employee may be required to lift up to 25 pounds.

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.