



Job Description

Development Manager

Position Title:	Development Manager
Reports to:	Executive Director
FLSA:	Exempt
Classification:	Full time, Administrative
Pay:	\$65,000
Date:	September 2024
To Apply:	Please send your resume & cover letter to Preterm Director of Human Resources Shandra Benito at sbenito@preterm.org .
Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare. Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.	

Position Summary

The Development Manager is responsible for expanding and implementing Preterm's donor engagement and overall fundraising strategy. They will directly oversee the Grants Administrator and work closely with Preterm's communication and development team, offering support in various aspects of development and fundraising work

Duties and Responsibilities

1. Development and Fundraising
 - a. Cultivate long lasting relationships with donors and set yearly fundraising goals
 - b. Provide Raiser's Edge instruction and support to the Development team, manage gift processing, donation acknowledgments, and analysis of giving patterns. Develop and implement policies to guide data entry.
 - c. Support the grants administrator with grant reconciliation and collaboratively developing a yearly grant approach
 - d. Develop donor and fundraising communications, publications, and materials in coordination with the Communications Manager.
 - e. Evaluate and make recommendations on fundraising tools, platforms, and vendors including but not limited to email platform, website builder/platform, and appeals mailing process

- f. Oversee the planning and execution of fundraising events for the organization and track fundraising results
 - g. Work closely with Preterm's finance team - Provide fundraising reports, complete monthly reconciliation, and make recommendations for adjustments to the fundraising strategy as necessary.
 - h. Act as the primary liaison for the advancement and development committee of the Preterm board
 - i. Provide regular reports on year-to-date philanthropic grant revenue from major gifts, annual fund, and corporate sponsors
 - j. Coordinate Annual Fund appeals with Executive Director including drafting, proofreading, and preparing mailing lists
2. Leadership and Administration
- a. Participate as an active part of the Preterm administrative staff.
 - b. Supervise the Grants Administrator and work closely with Preterm's communication and development team.
 - c. Lead ongoing efforts to increase efficiencies and improve workflows across the department
 - d. Stay up to date on best practices and emerging trends in donor development, fundraising, and related software.
3. Other duties as required.

Values and Behaviors

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|-------------|-----------------------------------|
| 1. Respect | 4. Feminism and intersectionality |
| 2. Autonomy | 5. Excellence with integrity |
| 3. Empathy | 6. Intentional stewardship |

Job Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. High computer literacy and proficiency in MS Office suites
3. Experience with Raiser's Edge or a similar donor database
4. Ability to cultivate and build long lasting relationships with donors and funders
5. Strong leadership and team management skills, ability to set expectations and offer support to meet goals
6. Outstanding verbal and written communication and interpersonal skills with the ability to effectively interact with colleagues, donors, vendors, and the public

Education and Experience

- At least 2 years of staff management or supervisory experience required
- 4+ years of experience with non-profit fundraising required, experience planning and executing large scale fundraising events a plus

Working Conditions and Physical Requirements

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting although off-site meetings in various settings occur.
- Some travel by automobile is required.

I have read and understand the responsibilities in this job description

Employee signature _____

Date _____

Supervisor signature _____

Date _____

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.