



DEVELOPMENT MANAGER

Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.

Purpose: The position of Development Manager is a full time 40-hour per week staff position. The role of the Development Manager is to manage the organization's growth through fundraising, community development, events, and marketing. The Development Manager should be a go-getter, highly organized, and passionate about Created Gainesville's mission. This role is a full-time, exempt position.

Reports to:

Administrative Director

Salary: \$38,000

Duties & Responsibilities:

Management: (10%)

- Oversee Marketing Coordinator

Fundraising/Development: (90%)

- Coordinate calendar for grant applications and submit completed applications/proposals
- Develop partnerships with churches, businesses, organizations, and individual donors
- Manage front-end of donor relations on CRM with churches, businesses, organizations, and individual donors
- Manage events pipeline on CRM
- Manage incoming funds: Update Kindful with offline transactions (including Venmo, Facebook, amazon smile, checks)
- Manage yearly tax summaries to donors via Kindful
- Manage and track ongoing relationships with donors through Kindful
- Track financial goals for the year, quarter, month, and week to ensure financial sustainability
- Develop strategic communication pieces for donor engagement and donor recruitment
- Assist PHOS in developing Party with a Purpose Kits
- Organize and oversee Life Reclaimed event
- Oversee Development intern

Education and/or Experience

- Must have a Bachelor's degree or 3 years related work experience
- Confident communicator and outstanding interpersonal skills
- Desire to communicate mission and vision to the community
- Experience with fundraising
- Strong writing, editing, proofreading and layout/design skills are essential
- High degree of problem-solving abilities
- Superior project, time and organizational management skills
- Have a strong public presence – articulate, optimistic and energetic with the ability to motivate and inspire people at all levels
- Flexibility with changes in task and priorities along with using sound judgment
- Able to multitask and manage multiple projects while meeting deadlines
- Wide degree of creativity and attention to detail
- Strong knowledge and understanding of current trends in social media and digital media
- Self-motivated, self-starter, and team player with a positive and professional approach to management
- Demonstrates strong work ethic and moral standards
- Desire to learn and grow professionally in the field of non-profit
- Able to represent the organization in a professional manner
- Must be dependable

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

Work Environment:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.