

Development Manager

PRIMARY RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- Develops and drives team and individual fundraising strategies that address immediate and long-term fundraising needs
- Leads and manages a team of Development Officers
- Reports directly to the Advancement Director
- Oversees all advancement campaigns including our annual Mission Gala, Director's Appeal, End of Year appeal and other special events
- Determines and holds team accountable for call, meeting, and donation goals
- Ensures the proper utilization of Salesforce amongst the Development team

DIRECT FUNDRAISING AND DONOR MANAGEMENT

- Populates a portfolio of potential new donors through referral calls to existing donors and FMC board members and other prospecting methods
- Works a structured pathway for securing meetings with new potential donors
- Meets and shares the vision, strategy, and impact opportunities for FMC with potential new donors
- Fosters existing donor relationships, increasing enthusiasm and connectivity to the work of Family Missions Company
- Identifies and invites existing donors to increased partnership
- Calls and sends a personal card to thank new donors within 48 hours of making a donation
- Secures renewals of annual one-time gifts
- Sets up and runs FMC Mission Nights of prayer, praise and testimony with contacts
- Attends and or presents at regional parish, diocesan, and other ministry events to increase FMC's exposure and network with potential donors
- Develops and coordinates an annual mission trip for donors
- Collaborates with media team in the creation of publications in aid of development work
- Attends Development Team and Department meetings as required
- Reports on success/learnings and documents best practices within the department
- Leads the collaborative development of an annual report alongside Media/Marketing team

ADMINISTRATIVE

- Systematically and consistently utilizes donor software (Salesforce) to record donor information (including meetings, asks and other correspondence)
- Creates and runs Salesforce reports to identify donors for continued stewardship and particular campaigns
- Prepares regular reports that demonstrate progress toward team and individual fundraising goals
- Oversees and Coordinates Mission Appeal opportunities in pertinent dioceses

OTHER DUTIES AS ASSIGNED

ACCOUNTABILITY

The Major Gifts Officer will be accountable for specific goals including:

- # of referral calls made (to FMC contacts)
- # of cold calls made (to potential new donors)
- # of warm calls made (to existing donors)
- Meetings booked & held
- Quarterly & Annual donation goals

SKILLS AND REQUIREMENTS

- Strong personal belief in and dedication to the mission of Family Missions Company
- Contagiously passionate about sharing the work of Family Missions Company
- Well-organized self-starter with the ability to manage and achieve multiple goals simultaneously
- Strategist and leader - able to set and continually inspire and lead a team towards a common vision
- Eager to monitor key metrics in order to identify best practices and sustain high performance standards
- Exceptional written and verbal communication skills
- Computer literate
- Experience with Salesforce (preferred)
- Willingness to travel

SALARY RANGE

Expected base pay range is \$45,000 - \$55,000 with additional incentive pay based on performance. Actual hiring range may vary based on qualifications and experience.