



JOB DESCRIPTION

Title: Development Manager

Immediate Supervisor: Vice President Development & Communications

Association: Development & Communications

Date of Job Description: May 2015

GENERAL FUNCTION: The Development Manager is responsible for writing proposals to foundations and other grant-making organizations for both unrestricted operating revenue and restricted projects related to Basic Needs (Food and Housing). The Development Manager is also responsible for securing donations from corporations, individuals, clubs/organizations, etc. to support Basic Needs.

QUALIFICATIONS: This position requires a Bachelor's Degree in a related field and/or three years of experience, or equivalent experience, in successful fundraising and grant writing. Must be an organized worker, detail-oriented, have a proven track record of developing successful relationships with community members, be a team player, and be able to manage multiple tasks at a time. Experience in networking and public speaking a must. Excellent verbal and written communication skills and strong attention to detail are required. Up to 35-45% local travel may be required.

RELATIONSHIPS: This position will be a part of the Development/Communications Department with strategic direction set by the development objectives for the agency as a whole.

PRINCIPLE ACTIVITIES:

- Responsible for donor data base management for tracking donations (individuals, corporations, foundations, etc.), acknowledgements, and reports.
- Proactively assists the V.P. of Development/Communications with timely management of all donor communications, via written, telephone, and e-mail.
- Persuasively communicates the organization's mission and programs to potential funders.



WESTERN WASHINGTON

- Assembles and submits grant requests including letters of intent, proposals, budgets, and other materials.
- Conducts prospect research and identifies new funding sources for agency (restricted and unrestricted).
- Maintains grants calendar to ensure timely submission of letters of intent, grant proposals, and grant reports.
- Establishes and maintains personal contact and relationships with foundation contacts and program officers.
- Establishes and maintains personal contact and relationships with corporate donors, clubs/organizations, and individual donors.
- Strengthens current community relationships and outreach efforts, with a primary focus on developing and expanding relationships with business community, clubs/organizations, and individuals.
- Assists in developing and implementing development plan for all food banks and housing programs within Volunteers of America Western Washington.
- Provides opportunities for donors to feel connected to work they are funding through written communication, events, program tours, etc.

OUTCOMES:

- Secure grant funding from private foundations and corporate foundations for unrestricted agency support and program specific restricted support.
- Increase the overall agency funding base.
- Enhance the visibility of Volunteers of America across Western Washington.
- Increase donor base for all Basic Needs programs.
- Increase connection between Volunteers of America Western Washington and the donors who support Basic Needs programs.
- Help grow the organization in all assigned categories.

If you wish to apply for this position, please email your resume and cover letter to: recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.