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.

- 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.**