



## Development Manager

We are seeking a Development Manager to support and execute fundraising initiatives, including grants, sponsorships, partnerships, and events.

### **Kailee Mills Foundation**

**Location:** Spring, Texas (with travel for outreach and events)

**Reports to:** Development Director

**Salary:** \$70,000 annually

**Job Classification:** Full-time, Exempt

### **About the Kailee Mills Foundation**

#### **Mission**

The Kailee Mills Foundation is dedicated to saving lives and protecting families by increasing seat belt use through education, awareness, and support.

#### **Vision**

A future where everyone buckles up—every seat, every ride—saving lives and keeping families whole.

#### **Core Values**

- Rooted in **Kindness**
- Powered by **Mission**
- Inspired by **Faith**

### **Why This Role Matters**

- Your work will directly help save lives and protect families.
- Behind every scholarship funded, partnership secured, and grant awarded is a strategic, coordinated effort.
- The Development Manager ensures that grants, local sponsorships, community partnerships, and fundraising events are identified, secured, and executed effectively.
- This role helps generate the resources needed to expand life-saving programs and reach more students, families, and communities.



## **What You'll Do**

### **Grants & Sponsorship Management**

- Identify and research new grant opportunities and local sponsorships
- Prepare, submit, and track grant proposals and reports
- Manage deadlines, compliance, and reporting requirements
- Support the development and stewardship of corporate sponsors and community partnerships

### **Donor & Partnership Engagement**

- Support partnership and donor engagement efforts in collaboration with the Director of Development
- Manage relationships with mid-level donors, sponsors, and partners
- Coordinate acknowledgment and recognition of contributions
- Support donor communications, including newsletters and updates

### **Campaigns & Fundraising Execution**

- Execute and support fundraising initiatives and campaigns in coordination with the Director of Development
- Plan, coordinate, and lead all delegated foundation events, including donor receptions, community outreach events, and fundraising activities
- Track performance metrics and provide regular reporting on outcomes
- Assist with presentations, community events, and donor-facing engagements

### **Team Collaboration**

- Support national partnerships and high-level strategic initiatives in collaboration with the Director of Development
- Partner with the Development Coordinator and other team members to support grants, partnerships, and fundraising initiatives
- Collaborate with program staff to align fundraising and organizational priorities
- Represent the Foundation at events, tables, and presentations as needed



## **Qualifications**

- Bachelor's degree in nonprofit management, business, communications, public administration, or a related field preferred
- Minimum 5 years of nonprofit development, fundraising, or partnership experience
- Demonstrated experience managing grants, corporate sponsorships, partnerships, or fundraising events
- Strong project management skills with the ability to manage multiple deadlines and priorities
- Experience working with donor databases or CRM systems and maintaining accurate records
- Strong written and verbal communication skills, including donor-facing communication
- Ability to analyze and track fundraising data and performance metrics
- Ability to work independently while collaborating with cross-functional teams
- Ability and willingness to attend and support Kailee Mills Foundation events, including evenings and weekends (e.g., gala, fundraisers, and community outreach events)

## **Ideal Candidate**

- Strong executor who thrives in implementing strategy and managing details across multiple initiatives
- Highly organized, detail-oriented, and capable of managing multiple revenue streams
- Strong relationship-building and communication skills
- Passionate about making a meaningful impact
- Comfortable engaging with donors, partners, and community members at events
- A strong ambassador for the Foundation's mission, including personally modeling safe driving behaviors such as always wearing a seat belt



## **Success in This Role**

Success in this position means strengthening and growing sustainable funding streams, building meaningful partnerships, and supporting the successful execution of fundraising initiatives that expand the Foundation's ability to save lives and support families.

Within the first year, the Development Manager will:

- Identify, apply for, and manage grant opportunities that contribute to annual grant funding.
- Develop and steward local corporate sponsorships and community partnerships, generating sponsorship and partnership revenue.
- Manage donor engagement and stewardship activities that support individual giving and company matching gifts.
- Plan and execute fundraising events and third-party fundraisers, supporting annual third-party fundraising goal.
- Ensure timely grant reporting, donor acknowledgments, and sponsorship fulfillment, maintaining strong relationships with funders and partners.
- Maintain accurate tracking of donors, grants, and sponsorships, ensuring timely acknowledgments, reporting, and data integrity within the Foundation's CRM.

## **Why Join the Kailee Mills Foundation**

- Working at the Kailee Mills Foundation means being part of work that truly matters.
- Your work will help fund programs that reach thousands of students each year and help prevent tragedies before they happen.

## **Compensation & Benefits**

The salary for this position is \$70,000 annually.

In order to promote fairness and maintain internal salary parity across the organization, compensation for this role is set within an established salary range and is not negotiable. The Kailee Mills Foundation benchmarks compensation for each role based on comparable nonprofit positions and organizational budget considerations.

Employees may be eligible for future compensation increases based on organizational growth, annual budget capacity, and individual performance. Opportunities for advancement and increased compensation may also occur as roles expand and the organization continues to grow.



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### **How to Apply**

Please submit your resume and a brief cover letter outlining your interest in the role to [michelle@kaileemillsfoundation.org](mailto:michelle@kaileemillsfoundation.org) with subject line: *Development Manager*

In your cover letter, please share why the mission of the Kailee Mills Foundation resonates with you and why you are interested in supporting our work.

Applications will be reviewed on a rolling basis until the position is filled.

*We are seeking candidates who are excited to contribute to a mission-driven organization and who are committed to helping advance the Kailee Mills Foundation's work to save lives and protect families.*