

Angela House

Development Manager

The Development Manager reports to the Executive Director and is responsible for the overall planning, management, coordination, and evaluation of development, communications and activities that create a supportive climate of fundraising.

Development:

- ☐ Researches and writes grants.
- ☐ Oversees all fundraising and friend-raising initiatives.
- ☐ Plans, manages, and implements annual giving, major gifts, and events. This includes but is not limited to prospect identification and research, cultivation, solicitation, gift processing, acknowledgments, and stewardship.
- ☐ Works to create and support a culture of philanthropy within the agency and with Angela House Board members.
- ☐ Works collaboratively with the Advancement Committee of the Board to develop and execute fund-raising and friend-raising strategies.

Communications:

- ☐ Oversees agency publications including newsletters, marketing materials, program brochures, and direct mail pieces.
- ☐ Oversees interactive social media posts: Facebook, Instagram, Twitter, etc.
- ☐ Oversees media relations including advertising and press releases in local newspapers, and local media coverage.

Operations:

- ☐ Oversees the management of the database as it relates to management and development.

Skills:

- ☐ Demonstrates leadership skills and effectiveness in developing and accomplishing organizational goals.
- ☐ Exemplifies superior communication skills, ability to conceptualize and execute strategic plans, the ability to interact confidently and effectively with staff, donors, Board members and the media.
- ☐ Working knowledge of Microsoft Office and the Internet.

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Education: Bachelors

Years' Experience: 2 (+)

Full-Time Applicants

Salary: \$60,000 -\$70,000 (Based on Experience)

Interested candidates please send cover letter and resume to Valencia Lewis at vlewis@angelahouse.org.