



## **STARability Foundation Development Manager Job Description**

STARability Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize **T**eamwork and connection to the community to build **A**wareness and **R**espect for individual abilities. STARability serves individuals with intellectual and developmental challenges in Southwest Florida, where we provide lifelong support and opportunities. STARability opens up a whole calendar of engaging activities with innovative and creative programs that focus on continuing education, teamwork, and community involvement.

### **POSITION SUMMARY**

The Development Manager serves as a key member of the development team, reporting directly to the Chief Philanthropy Officer (CPO). This position provides assistance with all fundraising campaigns and events. The Development Manager is responsible for managing the donor database, gift entry and acknowledgement, data analytics and reporting, and donor prospecting. This position will also support all phases of special events. The Development Manager is a strategic thinker who is self-motivated, organized, and detail oriented. The successful candidate will be able to communicate professionally and effectively with donors, staff, and other stakeholders. They will also be able to work both independently and collaboratively with staff, committee members, and other volunteers.

### **RESPONSIBILITIES**

- Manage donor database, including entering donor information, tracking meetings with donors, cleaning data, and designing and implementing donor queries.
- Manage processing of all gifts and pledges, including data entry, coding, and timely preparation of gift acknowledgements. Generate pledge reminders and invoices.
- Assist with the writing and editing of acknowledgements. Update acknowledgment letter templates as needed to ensure letters are customized and meaningful to donors.
- Prepare and generate donor database reports, including mailing lists and pledge reminders.
- Collaborate with accounting firm to ensure the accuracy of all data.
- Identify new prospective donors. Research giving capacity of new and existing donors to identify major gift prospects.
- Analyze donor giving trends, event, and appeal data, and make recommendations for future actions.
- Provide a high level of customer service and support to donors and prospective donors.
- Participate in the development of annual fundraising goals, plans, and reports, as well as in strategic planning for fundraising events and other development activities.
- Review and update standard operating procedures for donor database and special event platforms. Identify opportunities to create efficiencies, make recommendations, and oversee implementation of new or revised processes. Train other staff on the database as needed.

- Support the planning, coordination, and execution of special events, including the annual gala and 5K.
- Schedule and prepare appropriate fundraising materials for the CEO and CPO to meet with donors and prospects.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's degree preferred. Three years of related professional/business experience and two years of fundraising experience preferred.
- One or more years of experience with donor or other business development database (e.g., Bloomerang, Salesforce) preferred.
- Highly proficient in Microsoft Office Suite, particularly with Excel functionality.
- Excellent communication, interpersonal, and writing skills.
- Self-directed and motivated. Proven ability to identify and implement creative solutions with a focus on continuous quality improvement. Highly organized and able to consistently meet deadlines.
- Detail oriented, with demonstrated ability to successfully multi-task projects.
- Energetic, mission-oriented, and passionate about non-profit work. Thrive working in a highly collaborative team environment to achieve shared goals and ensure continued organizational success in providing high quality, life-transforming opportunities for individuals with intellectual and developmental disabilities.
- Excel in making connections and building relationships with internal and external stakeholders and providing exceptional customer service.
- Ability to be flexible and patient and to handle a variety of situations that can arise with participants.

#### **APPLICATION & OTHER INFORMATION:**

The Development Manager is a full-time, exempt position with an annual salary of \$50,000-\$53,000. This position is benefits eligible.

Typical hours for this position are Monday-Friday, 8:30 a.m. – 4:30 p.m., with some evening and weekend hours required.

Must have a valid Florida driver's license and be willing to use a personal vehicle occasionally for work-related events and meetings (reimbursement provided). Some light lifting (up to 20 pounds) and help setting up special events may be required.

The potential candidate must be able to pass a background check. STARability Foundation is an Equal Opportunity Employer and Drug Free Workplace.

To apply, please send cover letter and resume to [miriam@starability.org](mailto:miriam@starability.org). No phone calls, please.