



Job Description

Position Title: Development Manager	Date: February 2025
FLSA Status: Salary, Exempt	Reports To: Chief Development Officer

The STARAbility Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize Teamwork and connection to the community to build Awareness and Respect for individual abilities. STARAbility serves individuals with intellectual and developmental challenges in Southwest Florida, where we provide lifetime support and opportunities. STARAbility opens up a calendar of engaging activities with innovative and creative programs focusing on continuing education, teamwork, and community involvement.

POSITION SUMMARY:

The Development Manager is a key STARAbility Foundation leadership team member, responsible for driving fundraising efforts and donor engagement strategies. In collaboration with the Chief Development Officer (CDO), this role oversees day-to-day development operations, ensuring revenue goals are met and team initiatives align with organizational priorities. The Development Manager is critical in coordinating fundraising activities, monitoring progress, and optimizing donor relationships. Through strategic outreach, effective communication, and resource management, this position advances the organization's mission to empower individuals with disabilities to thrive.

COMPETENCIES:

Competency refers to specific skills, knowledge, and behaviors crucial for effective task performance. It is associated with job roles, extending beyond basic qualifications to include technical expertise, interpersonal skills, and problem-solving abilities. Core competencies, such as communication, teamwork, and problem-solving, are essential for success across various organizational roles.

- Project Management
- Reporting
- Customer Relations
- Coordination
- Strategic Planning
- Organization Skills
- Leadership
- Written Communication

ESSENTIAL JOB FUNCTIONS:

- Uphold STARAbility's Core Values of Support, Teamwork, Awareness, and Respect.
- Act as the primary point of contact for all development operations, ensuring efficient execution of fundraising initiatives and events.
- Manage the development team's deliverables and deadlines, coordinating workflows to ensure timely completion of fundraising activities.
- Oversee the donor database, ensuring accurate data entry, effective donor tracking, and proper prospect management.
- Monitor and report on revenue progress toward fundraising goals, analyzing trends and identifying growth opportunities.
- Assist with donor stewardship by ensuring timely acknowledgment of gifts and crafting personalized communications with donors.
- Work in collaboration with the accounting team to ensure accurate tracking of revenue and financial reconciliation.
- Track and support the process of grant applications and reporting, ensuring timely submissions and adherence to funder requirements.



- Prepare development reports and presentations for leadership, board members, and key stakeholders.
- Identify and implement process improvements within development operations to enhance efficiency and effectiveness.
- Coordinate development-related meetings, preparing materials and documenting key outcomes.
- Additional duties as assigned, including attending and participating in STARability social events and fundraising gala.

PHYSICAL DEMANDS:

- Stand or sit for long periods periodically.
- May occasionally lift at least 50 pounds unassisted.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred, with at least three years of experience in nonprofit fundraising, development, or related fields.
- Proven experience managing development operations, donor databases (e.g., Bloomerang, Salesforce), and tracking revenue against fundraising goals.
- Strong leadership and project management capabilities, with a demonstrated ability to coordinate team efforts and meet deadlines.
- Proficient in Microsoft Office Suite, especially Excel, with the ability to generate reports and analyze donor data.
- Exceptional communication, interpersonal, and writing skills, with the ability to engage various stakeholders effectively.
- Highly organized, detail-oriented, and capable of managing multiple projects simultaneously.
- Passionate about nonprofit work, deeply committed to STARability's mission.
- Ability to collaborate effectively with internal and external stakeholders, including donors, board members, and community partners.
- Willingness to work flexible events and donor engagement hours, including evenings and weekends.
- Adaptable and patient, able to handle diverse situations and challenges that may arise with participants.
- Employment offer contingent on successful background checks, abuse registry, and reference checks.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.