

# **Development Manager**

## **Job Description**

### **Position Purpose and Summary:**

The Development Manager is responsible for all of the administrative aspects of the Development Department of Christ in the City. They are responsible for the administrative details of donor relationships, gift processing and donor events. They oversee the grant writing process and are also responsible for managing the missionary interns. They assist the Senior Development Director in engaging donors and potential donors into the mission of Christ in the City. They help the development process be less transactional and more relational. They will ensure donors are incorporated into the mission in real and transformational ways. This is a dynamic role that will work closely with the Senior Development Director to address the growing development needs of Christ in the City. They are a key team member to help ensure Christ in the City reaches its fundraising goals in such a way that donors and supporters encounter Christ in the mission to know, love, and serve the poor.

### **Essential Duties and Responsibilities:**

Manage the Content Relationship Manager (CRM) software:

- Ensure the accuracy and effectiveness of donor information.
- Run reports and analyze data for campaigns.
- Ensure accurate recording of gifts.

Event planning and coordinating

- Plan and execute various events, including, but not limited to, the Annual Celebration in Denver, the Encounter Fundraiser in Philadelphia, and donor appreciation events and happy hours.

Communications coordination

- Oversee 4 physical mailings per year.
- Collaborate with the Communications Department in relation to development needs.

Coordinate the donor acknowledgment process

- Record gifts accurately and in a timely manner.
- Ensure gifts are acknowledged appropriately according to the donor acknowledgment process.
- Execute the sending out of year-end tax receipts.

Assist in donor relations management

- Assist the Senior Development Director in preparing for visits and presentations, and managing donor relationships.
- Manage missionary interns.

Manage the foundations and grant writing pipeline

- Manage this pipeline in coordination with the Senior Development Director and 3rd party contractors.
- Collaborate with the other departments to gather information as needed for grant applications.

Work with the Senior Development Director and other Christ in the City staff to serve the development needs of the organization and grow the mission.

## **Specific Skills Required:**

- Bachelor's degree with 2-5 years of experience in development, marketing, or administration; experience in a Catholic environment is a plus.
- "Self Starter" who executes responsibilities with minimal supervision.
- Excellent organizational and time-management skills, able to manage multiple projects and prioritize responsibilities.
- Excellent interpersonal and communication skills
- Excellent customer service skills and professional demeanor.
- Proficient in Microsoft Office applications. General computer skills so as to learn how to use the CRM we use.
- Event Coordination experience is a plus.

Christ in the City seeks applicants who demonstrate a deep knowledge and love for the social and the moral teachings of the Catholic Church, and manifest those qualities by both their ability to articulate those teachings clearly, and by living their lives faithfully and fully in line with the Magisterium of the Catholic Church and its doctrines, morals, and official teachings.

**Time:** Full-time, Exempt, 40 hours per week

**Reports to:** Senior Development Director

**Salary Range:** \$58,000 - \$63,000

**Benefits:** Medical, dental, vision