



## Development Manager

### Position Description Reports to the Executive Director

The Development Manager (DM) is responsible for the fundraising operations and fundraising event management to further the organization's mission. Responsible for implementing strategy to meet short and long-term goals established by the Board and Executive Director, the DM identifies opportunities to expand the organization's fundraising footprint and support the growth of the organization.

#### **DEVELOPMENT MANAGER RESPONSIBILITIES:**

##### Institutional Giving:

- Take lead on researching new income streams with an emphasis on Institutional Donors, Trusts and Foundations.
- Write and coordinate the submission of funding applications to Institutional Donors, Trusts and Foundations (in collaboration with program staff).
- Lead on the account management of Institutional Donors, Trusts and Foundation partnerships, ensuring regular contact, updates and reports are provided.

##### Relationship and Event Management

- Ensure major donors or companies are happy with their donation scheme and kept informed of progress and key milestones
- Develop and organize fundraising campaigns and events
- Develop and maintain relationships with external parties including, but not limited to: businesses, individual donors, volunteers and vendors.
- Identify fundraising opportunities and raise awareness of the organizations' work

##### Data Management:

- Manage donor database, including recording the profile and fundraising activity of donors on a database
- Ensure follow up with donors is executed (including but not limited to giving receipts and thank you follow-ups)
- Manage development and personal budget and ensure targets are met

## FUNDRAISING MANAGER PREFERRED REQUIREMENTS

- Degree in Development, Public Relations, Communication, Business or a related field
- At least three years' experience in development positions
- Ability to write well-researched, compelling, creative, tailed, and convincing grant applications with a track record of success.
- Excellent research skills and the ability to devise and execute development strategies
- Successful event management experience preferred
- Strong relationship management skills and the ability to adapt appropriate communication methods
- Understanding of technological systems for monitoring, evaluating and reporting
- Maintain ethical behavior and always represent the organization
- Effectively communicate with and receive direction from organizational leadership
- Excellent written and verbal skills focused on clear and concise communication
- Bilingual in English and Spanish preferred
- Willingness to work non-traditional hours included evenings, weekends or holidays

Only7Seconds is a community-focused organization with personal relationships at the core. We envision a world without loneliness and are excited to connect with others ready to see this come to fruition. Starting as a local organization, O7S has had the opportunity to establish a foundation for growing intentional relationships and learning what it takes to scale towards an international entity in a sustainable way. Each supporter of O7S is held to the same ethical standard; whether a Board member, staff person, volunteer or community stakeholder, we come together with an understanding that each person is valuable and should be treated with dignity. The O7S vision, mission and values are below and we hope you believe in them too.

VISION: A world without loneliness

MISSION: Inspire intentional connections by empowering people and equipping partners through established programs and resources

VALUES:

- Respect ~ Recognizing the dignity of each person and the innate value they bring through their beliefs, culture, heritage and abilities
- Joy ~ Engaging with people and places that encourage gratitude
- Courage ~ Demonstrating a readiness to face the challenges and speak the truth needed to show support and inspire hope
- Excellence ~ Living contagiously above reproach
- Empowerment ~ Encouraging the authority of each person to recognize and take ownership for sharing their talents and strength

Only7Seconds offers a generous benefits package, including a competitive salary, a 403(b) savings plan, flexible PTO, mental health stipend, and an environment of support that fosters growth and advancement.

Salary range for this full-time position is \$58,000-\$63,000, plus bonus potential.

This role will be based in Washington State and may be remote. However, preference will be given to Chelan, Douglas or Okanogan County applicants.

Only7Seconds is an Equal Opportunity Employer and does not discriminate against employees based on race, color, religion, sex, national origin, age disability or genetic information.

Qualified applicants should submit a resume and cover letter to [luke@only7seconds.com](mailto:luke@only7seconds.com)