



CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

Department	Development
Job Title	Manager of Development
Reports to	Director of Development

Travel Required: ✓ Local	Type of position: ✓ Full-time, Exempt	Hours: ✓ 40 hours per week ✓ 8:00am-4:30pm M-F **Evenings and weekends required as needed
------------------------------------	---	---

GENERAL POSITION DESCRIPTION

As a member of the Development Team, the Manager of Development is responsible for maintaining a year-round focus of cultivating relationships with prospective and existing contributors. This position assists the Director of Development in expanding awareness of CLD programs and initiatives with personal contacts via telephone or representing the organization at various meetings, programs and events. This position identifies, seeks and pursues new Corporate Partners and Sponsors to meet long-term fundraising goals to advance the mission of CLD and sustain grant funded positions. This position also identifies prospective grant opportunities.

The Manager of Development regularly reports progress of fundraising effort goals to the Director of Development. It is essential the Manager of Development have excellent communication and interpersonal skills, as well as comprehensive knowledge of the CLD organization, history, fundraising issues and resources. The Manager of Development must have knowledge of Black youth opportunities and challenges and can speak to how CLD can help youth and families address these challenges.

ROLES & RESPONSIBILITIES

- Provides leadership to the department in the Director of Development’s absence.
- Identifies and solicits potential donors by monitoring public and private funding source notices and publications to identify potential sources of funding relevant to CLD’s Strategic Plan. Shares information about potential funding sources with the Director of Development and the President.
- Manages a portfolio of Sponsors and Corporate Partners that supports events and initiatives.
- Communicates donor written commitments (pledges) to the Director of Development and the Accountant as soon as they are received, accompanied by any paperwork that will help management understand the pledge (event, partner or other), payment terms as well as CLD outcomes and reporting responsibilities.
- Manages the collection of pledges for event and partners in collaboration with the Accountant, Director of Development and Development Assistant.
- Hosts Semiannual Appreciation events for donors, Corporate Partners and Sponsors.
- Manages the execution of the Parent Appeals, conducted 30-days after the close of a program and when close-out information is completed. Parent Appeals should include, but not limited to, an Impact Report, photos and a strong case for supporting CLD.
- Conducts Annual Employee Giving Campaign.



- Makes phone calls to pledgers regarding the non-collectability of pledges and reports that information to the Accountant immediately.
- Writes letters to lapsed donors requesting financial contribution.
- Manages the execution, direction, and coordination of all annual Minority Achievers Awards and Scholarship Gala matters within the one-day event, to include training and supervising CLD staff.
- Manages or supports the execution, direction, and coordination of all annual Golf Outing matters within the one-day event to include training and supervising CLD staff, in collaboration with the Alumni Relations Coordinator.
- Supports the day of show execution of the College Prep Conference production.
- Develops, maintains, and follows Standard Operating Procedures (SOPs) and duties as assigned in Monday.com by the Director of Development to include details of carrying out major developmental projects such as the Minority Achiever's Dinner, CLD Golf Outing and College Prep Conference.
- Ensures that all department SOPs are in place and updated semiannually, including SOPs for the gift process, alumni relations, events, and the grant process.
- Becomes well versed in the knowledge of the Benevon Model and supports the Director's efforts to implement the Model into the culture to increase fundraising results.
- Effective at developing and implementing ideas and strategies during strategic planning meetings with the Director of Development.
- Submits planned event collateral to the Director of Development for feedback and approval.
- Plays an active role, as a member of the Development Team, in contributing to and ensuring the success of fundraising and special events.
- Complies with mandatory attendance for organizational support during the following annual CLD events: Annual Minority Achiever's Awards and Scholarship Gala, the Annual College Prep Conference and Indiana Black Expo.
- May perform specialized fundraising activities in direct support of the accomplishments of the advancement of CLD's mission and program objectives.
- Adheres to professional personal presentation following CLD dress code policy.

WORK EXPERIENCE AND SKILLS REQUIREMENTS

- Minimum of five years' experience in Fund Development including capital campaigns, annual fund drives, obtaining sponsorships for special events and donor cultivation.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Strong organizational and communication skills, with excellent grammar.
- Record of asking for and closing major gifts.
- Ability to speak with tact and persuasiveness in person, when making phone calls as well as when giving presentations.
- Skilled at building and maintaining long-term relationships with community stakeholders, prospects and donors.
- Careful about detail and thorough in completing work tasks.
- Accepts criticism and deals calmly and effectively with high stress situations.
- Persistence in the face of obstacles and to considerable variety in the workplace.
- Effective time management skills; successful execution of projects in a timely manner.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office and Monday.com Project Management Software.
- Ability to effectively use a variety of office equipment such as multi-line telephone, copier and fax.



CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

ATTRIBUTES

- Impeccable character.
- Strong willingness to take on responsibilities and challenges.
- Pleasant with others on the job and displays a good-natured, cooperative attitude.
- Prefers to work with others rather than alone, and is personally connected with others on the job.
- CLD Alumni are welcome to apply

EDUCATION and/or CERTIFICATION REQUIREMENTS

BA or BS degree in Communications or Marketing, or a Bachelor's Degree in any field with 5 years of sales experience.

CFRE Designation preferred.

Valid Driver's License.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Position requires working evenings and weekends and a commitment to this schedule.
- Must have reliable transportation.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.