



Development Manager Job Profile

TITLE: Development Manager

PURPOSE: Reporting to the Executive Director (ED), the Development Manager collaborates with staff and the Board of Directors to advance the organization's vision and mission through partnership development, communications and marketing with a focus on individual and corporate fundraising strategies to support the sustainability of the organization. The Development Manager plays a key role in Rx Partnership's ability to provide medications to our clinic partners across the Commonwealth by identifying, cultivating, and building an individual donor base with a focus on major gifts. Responsible for planning, developing, implementing, monitoring, and evaluating donor engagement and targeted communications.

RESPONSIBILITIES:

Areas of Responsibility	Percentage of Time
1. Fund Development, Cultivation & Relationship Management	35%
<ul style="list-style-type: none"> Plan, design and implement effective donor stewardship and cultivation strategies to engage individual donors throughout the year. Identify and cultivate new contacts and prospects through speaking engagements and one-on-one outreach. Identify and create a strategy to outreach to potential corporate supporters with related contact (at least four new prospects a year) Enhance and promote NAP credit utilization / value. Design, implement and evaluate all fundraising programs and the organization's development plan and calendar. Support the Advancement Committee (meeting dates, agendas, and minutes) 	
2. Communications and Marketing	25%
<ul style="list-style-type: none"> Produce and oversee distribution of print materials (institutional mailings such as outreach postcard, note cards, etc.) Create social media and outreach calendar and develop posts to social media (Instagram, Facebook, and LinkedIn) Evaluate social media reach and impact to increase communications outreach. Pitch stories to various media as needed 	
3. Relationship Cultivation	15%
<ul style="list-style-type: none"> Work closely with Board Members to support their meaningful engagement in the development work and communications activities of the organization. In partnership with the Executive Director, promote Board engagement activities including recruitment, orientation, and support of the Governance Committee Record interactions with funders in donor management database system (Network for Good/Bonterra) and provide follow-up reminders to appropriate staff and/or board members 	

4. Management	10%
<ul style="list-style-type: none"> • Supervise and support contract work to ensure marketing, events, and promotional materials are completed and align with organizational priorities. • Develop projects to utilize volunteers, interns & Pharmacy Students as needed. • Volunteer recruitment and use of Catchafire, as needed and appropriate, to accomplish key projects. 	
5. Administration	10%
<ul style="list-style-type: none"> • Process donations, including the appropriate coding and recording of donations, acknowledgement of gifts, bank deposits, reconciliation, and the management of online giving portals. • Manage and promote NAP Credit Program including processing contributions and renewal. • Keep track of donors and amount fundraised and report fundraising progress to leadership as needed. 	
6. Grant Management	5%
<ul style="list-style-type: none"> • Support grant writer as needed to provide necessary program information and data and pass along potential grant opportunities. • Update the donor management system with Foundation / Grant contacts, awards and requirements. 	

QUALIFICATIONS & COMPETENCIES:

- 3-5 years of experience in Development, Communications, Marketing, Nonprofit Management, or a related position.
- Bachelor's Degree, or equivalent experience.
- Strong written and verbal communication skills.
- Demonstrated relationship building experience with individuals, organizations, and community partners.
- Fundraising and relationship management experience required, marketing experience a plus.
- Sound analytic and decision-making skills and attention to detail.
- Excellent interpersonal, customer service, project management, time management and organizational skills.
- Demonstrated experience monitoring and meeting deadlines.
- Comfortable working independently and with the unknown.
- Proficiency in MS Office Suite products.
- Familiarity with web design (WordPress, etc.) & donor databases (Network for Good, etc.).

Executive Director Signature & Date

Development Manager Signature & Date