



Development Manager

November 17, 2021

Position Summary

This critical position is an integral member of a two-person development team and will support the aggressive fundraising goals of the organization. The Development Manager will be responsible for grant writing and reporting, maintaining and updating the donor database, developing and maintaining the fundraising calendar, working with data to support grants and the agency's story, donor engagement and helping develop other donor events and materials. This valued position reports to the Director of Development.

This position qualifies for full benefits: 100% paid health coverage including dental and vision, a retirement plan with a generous 6% match after one year's employment, extensive paid time off, seven company holidays, a Flexible Spending account, and an Employee Assistance Program.

Essential Duties and Responsibilities

The vital contributor in this position will:

- Write draft grant proposals and reports on a timely basis as outlined on the organizational grant calendar
- Maintain, update, and own the donor database including entering gifts, generating regular reports and thank you letters, generating tasks and notifications, collaborating with finance department to reconcile revenue, and capturing research and prospecting for individuals, corporations, foundations, and government grants
- Manage the overall fundraising calendar, including events and grant work
- Support the Development Department's fundraising efforts by working with Marketing and Communications team to create invitations, quarterly newsletters, annual appeals, donor reports, new program materials, and other content as needed
- Help manage and evolve stewardship programs and support foundation contact relationships to develop and maintain key relationships
- Work closely with the Finance Department to reconcile fundraising revenue to the monthly financial statements, provide accurate reporting to board committees, and meet deadlines and grant deliverables
- Maintain confidential information in a sensitive and appropriate manner
- Special projects as assigned in support of organizational objectives



Minimum Qualifications (Knowledge, Skills, and Abilities)

Bachelor's degree (preferred) or equivalent experience

- A minimum of 1-3 years of successful non-profit grant-writing experience, including collaboration with program management and finance to develop content and budgets
- A love for detail and well-developed organizing and project management skills
- The ability to accurately and systematically update external data, calendars, and donor and prospect information
- Ability to edit written materials accurately and consistently, including own work
- Exceptional analytical as well as intuitive abilities
- Excellent written and verbal communication skills as well as strong interpersonal and teamwork skills
- Strong time management skills. Able to plan, organize, and complete multiple grant proposals and/or reports and follow-up as required while working independently
- Familiarity with CRM and/or fundraising databases, Google docs, MS Word, Excel and PowerPoint
- Ability to cultivate and sustain relationships and work effectively with a wide variety of constituencies including staff, current and potential donors, Board members, and community partners
- Interest and experience working in support of aging issues desirable
- Because of the population we serve, COMPLETED COVID VACCINATION IS REQUIRED

Statement of Non-Discrimination

The Council on Aging is committed to diversity, equity, and inclusion not only in its equal employment opportunities, but in all matters of policy, practice and delivery of services and programs. Accordingly, the Council on Aging does not discriminate on the basis of age, race, national origin, religion, language spoken, veteran status, gender, gender identity or expression, sexual orientation, or physical circumstance.

The Council on Aging of Central Oregon is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Job Type: Full-time

Pay: \$42,000.00 - \$51,000.00 per year

COVID-19 considerations:

All staff and volunteers must be fully vaccinated. We follow the state's guidelines on mask policies, distancing, etc.

How to Apply: Please submit cover letter and resume to hr@councilonaging.org