



**POSITION ANNOUNCEMENT**  
**Development Manager**  
**December 7, 2021**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Development Manager** to coordinate the development functions of the Agency.

**Responsibilities:**

**Key Overall Responsibilities:**

1. In partnership with Chief Advancement Officer, develop and implement the annual event fundraising plan that moves the Agency toward its vision in collaboration with the CEO, Board of Directors and donors.
2. Manage and coordinate special events, including the organization's signature fundraising events.
3. Coordinate and deliver donor-centered communications for events and appeals.
4. Maintain relationships with donors, corporate sponsors, vendors and partners associated with the events and campaigns.
5. •Coordinate and support volunteer guilds in awareness, "friend-raising", and fundraising efforts.

**Fundraising Operations Responsibilities:**

1. Assist with the development and implementation of the annual fundraising plan
2. Maintain fundraising events calendar for the development team
3. Provide support for communications with donors and prospects

**Special Events Responsibilities:**

1. Manage and coordinate the organization's signature fundraising events, including the Big Hair Ball, High Point Oyster Roast, Greensboro Oyster Roast, Jamestown Pig Pickin', and other smaller events throughout the year.
2. Organize and facilitate event committees by working closely with the Event Chair, coordinating event committee meetings, developing agendas, monitoring action items and engaging committee members
3. Help recruit non-board members to serve on event committees and task forces.
4. Work with the Database Associate to create event-specific direct mail and email lists from the donor database.
5. Manage and coordinate event logistics for the signature events and other smaller cultivation & recruitment events
6. Participate in the recruitment and solicitation of individuals and businesses for auction items and in-kind contributions for events
7. Coordinate contracts with event vendors and in-kind donors
8. Prepare budgets and forecast income and expenses for events
9. Provide corporate sponsor fulfillment and other partner obligations
10. Track and report on event fundraising results and participant involvement
11. Utilize the organization's technology platforms to support event fundraising
12. Work collaboratively on events with all members of Advancement team, volunteers and board of directors to achieve event fundraising goals

**Qualifications:**

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. The ability to respond in a timely and effective manner to the needs of staff, volunteers and other constituents.
3. Strong passion for the Agency's mission.
4. Exceptional interpersonal and communication skills, including an ability to communicate clearly in verbal and written forms, as well as forge and maintain relationships with event stakeholders, with a strong focus on quality customer service.
5. Demonstrated ability to work autonomously, as well as contributing to a cohesive team environment.
6. Ability to successfully manage multiple priorities and meet strict deadlines.

7. Skilled in developing work plans with tasks and tactics that achieve strategic goals and outcomes for each event and the organization.
8. Results oriented with a desire to attain new goals each year.
9. Experience with fundraising databases, Raiser's Edge preferred.
10. Proficiency in Microsoft Word, Excel and PowerPoint.
11. Experience working with social media and digital fundraising or marketing platforms.
12. Previous experience in fund development, event management, fundraising events, project management, marketing, communications or equivalent.

**Send resume and letter to:**

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**