**Development Manager**

Council for Relationships

**Position Overview**

Founded in 1932, Council for Relationships is a nonprofit organization with the mission of helping people from all walks of life improve their important relationships by providing exemplary therapy, educating and training clinicians in the family systems approach, and advancing the behavioral health field through research. More than 60 therapists and 50 interns provide services at 10 offices and other community-based locations.

The Development Manager, a full-time position reporting to the CEO, manages all fundraising and development activities for the organization. The Development Manager plays an important role in supporting Council’s work of annually helping more than 5,000 people from throughout the Philadelphia region lead healthier and more productive lives.

**Responsibilities**

***Annual Fund/Major Gifts***

* Draft, as needed, and manage editing of appeal letters, reply devices and other annual fundraising materials
* Segment, merge, and print letters and reply devices for mailing
* Coordinate with staff, board members, and volunteers for letter personalization, donor follow-up and stewardship
* In collaboration with the Director of Communications, draft, manage editing of, and upload e-appeals
* Draft, manage editing of, and submit major donor proposals and appeals
* Process donations accurately and efficiently
* Manage timely donor stewardship

***Institutional Relations***

* Draft, manage editing of, and submit all foundation, corporate and government grant proposals and reports
* Prepare, follow and regularly update proposal and report calendar
* Ensure all proposals and reports are edited, compiled and submitted in advance of deadlines
* Conduct institutional relations and stewardship, as appropriate

***Special Events***

* Plan and implement all aspects of Council’s annual fundraising events
* Form and staff meetings of the fundraising event committee
* Help design and coordinate editing, printing, and mailing of fundraising event invitations and sponsorship opportunity materials
* Coordinate event venue, decorations, food and beverage plan, audio-visual arrangements, and other logistics
* Staff and coordinate volunteers to execute the event
* Assist with other Council special events as needed

***Board and Other Meeting Support***

* Help coordinate board-related communications, activities and events
* Take staff and board meeting notes/minutes as requested

***Development Operations***

* Draft, follow, revise as needed the organization’s development plan
* With the CEO, set annual fundraising goals
* Report regularly to the CEO on fundraising progress and to the board as directed
* Maintain the donor database, hard copy and electronic files to ensure data accuracy and quality of donor communications
* Monitor and revise all development systems, policies, procedures and materials in order to optimize fundraising success
* Serve on the senior staff committee

***Additional duties as assigned***

**Performance Criteria**

* Effectively follow the development plan
* Achieve fundraising income and expense goals
* Process gifts and pledges accurately and acknowledge them in a timely manner
* Meet proposal and report deadlines
* Demonstrate mastery of donor database
* Adhere to development policies
* Ensure that information communicated is high-quality and error-free
* Maintain confidentiality of all Council constituent information

**Qualifications**

* Minimum three years development experience
* Bachelor’s degree
* Demonstrated ability to understand the needs and interests of donors while developing and maintaining productive relationships with staff and board members
* Experience working with donor databases and expertise in MS Word and Excel
* Excellent verbal and written communication skills
* Strong organizational skills and the ability to work independently as well as in a team environment
* Meticulous attention to detail
* Ability to manage multiple projects simultaneously
* Ability to exercise good judgment, show initiative, and handle sensitive and confidential data in a trustworthy manner
* Ability to represent Council in a professional manner
* Discretion, maturity and composure, especially under pressure
* High standards and a strong sense of personal responsibility
* Available on occasion for morning, evening and weekend meetings

To apply, send resume, cover letter, salary requirements and two references to development@councilforrelationships.org.

No phone calls, please.