



www.carelinkga.org

Job Title: Development Manager

Part Time: 10+ hours/week

Salary: Contract position: \$25 - \$40 / hour dependent upon experience

POSITION SUMMARY:

The Development Manager is a part-time contract position responsible for creating, planning, organizing, and directing all of CareLink's development and fundraising efforts including major gifts program, annual fund, planned giving, special events and capital campaigns. The Development Manager works closely with the Board Chair, the Board of Directors and the Executive Director in all development and fund raising endeavors.

QUALIFICATIONS:

- Embrace the Mission, Vision and Values of CareLink.
- 4 years minimum experience in professional *non-profit* fundraising as a Development Manager or equivalent position.
- Strong interpersonal and writing skills.
- Knowledge and experience in fund raising techniques, particularly major gift fundraising.
- The desire to get out of the 'office' and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display positive attitude, concern for people and community, self-confidence and strong listening skills.
- Resident or working background knowledge of Paulding County GA
- Possess the skills to work with and motivate Board Members and other volunteers.
- Familiarity with Raiser's Edge (desired, but not required)
- Bachelor's degree desired.

ACTUAL JOB RESPONSIBILITIES:

1. Part time position of 10+ hours / week with possibility of more hours per week
2. Meet prospective donors and supporters on a continual basis to establish effective communications and relationships with them.

3. Grow a major gifts program including identification, cultivation and solicitation of major donors.
4. Identify grant possibilities including research, proposal writing, and reporting requirements.
5. Direct the annual fund program, including mailings and annual fundraising drives.
6. Direct capital campaigns and other major fundraising drives as needed by CareLink.
7. Coordinate fund raising special events.
8. Identify and pursue prospect research.
9. Work closely with CareLink's Board Chair, Board of Directors and Executive Director.
10. Make public appearances/accept speaking engagements to share information about CareLink with the community.
11. Develop and oversee fundraising database and tracking systems.
12. Develop and oversee creation of publications / marketing materials to support fund raising activities.
13. Maintain gift recognition programs.
14. Demonstrate professional conduct at all times.
15. Perform other related duties as requested.

SALARY/BENEFITS:

Contract part time employee with hourly salary based upon experience. As position matures, there is an opportunity to move up to and including 40 hours/week.

APPLICATION:

E-mail resume to Rita Norris, CareLink Board Chair - rita.norris@carelinkga.org by September 30 2019.