



## DEVELOPMENT MANAGER JOB DESCRIPTION

**Position Title:** Development Manager  
**Category/FLSA Status:** Full-time, Exempt  
**Supervisor:** Chief Development Officer  
**Supervises:** NA  
**Office Location:** 1226 E. Weatherford Street, Fort Worth, TX 76102

**Position Summary:** The Development Manager will assist in the day-to-day functions of the Development Department. The individual will assist with the annual fund coordination and additional projects as needed. They will be responsible for developing and maintaining excellent relationships with internal and external stakeholders including team members, funders, volunteers, and members of the community. The Development Manager will have the opportunity to learn and grow professionally by collaborating with the entire Development Team in addition to being part of the Girls Inc. mission to inspire all girls to be strong, smart and bold.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manage and lead annual major fundraising events.
- Lead the Event Committees.
- Create and distribute acknowledgments to stakeholders, board members and prospect donors.
- Manage the agency's social media platforms, agency marketing materials, program flyers and e-newsletters to ensure consistent messaging, grow the audiences and promote the mission.
- Work with leadership to develop annual integrated marketing campaigns
- Create and distribute donor correspondence such as matching gift requests, tribute and memorial cards, etc.
- Support the gift entry and recording process and donor database in partnership with the Director of Administration.
- Track relevant data within agency's database system
- Provide professional, confidential and secure communication of reporting for donor trends, corporate giving trends and other donation reports as needed.

### **Fundraising Events:**

- Implement and produce fundraising events, including marketing, sponsorship, planning, and coordinating event logistics and details.
- Meet or exceed agency fundraising goals for each event.
- Participate in relevant committee meetings for special events and initiatives.
- Prepare and monitor budget reports to analyze the cost-efficiency of assigned events.
- Select, hire, manage, and direct contractors and vendors as requested.
- Track relevant data within agency's database system/One Drive for Fundraising Events
- Assist with third party fundraisers as needed.

**Agency Mission and Goals:**

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

**Related Agency Activities:**

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Minimum 2-3 years of professional work experience in nonprofit, fundraising/development, marketing or related field.
- Bachelor's Degree preferred
- Fundraising experience required
- General understanding of fundraising standards.
- Strong attention to detail and excellent written and verbal communication skills.
- Proficient user of Microsoft Office, donor databases, and social media platforms.
- Team player who is comfortable working across the Development Team, Program Team, Finance Team and college interns and volunteers.
- Available to work some evenings and weekends or remotely, as needed for events and projects.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

**Preferred Qualifications:**

- Some grant writing and reporting experience.
- Detail oriented
- Experience managing social media accounts in Hootsuite or via similar systems.
- Knowledge of graphic design software.
- Previous experience with non-profit fundraising events.
- Prior project management and event coordination experience.
- Familiarity with donor database software systems.

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with professionals. Work is generally performed in an office setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Email resume, cover letter and salary requirements to [KCanfield@girlsinctarrant.org](mailto:KCanfield@girlsinctarrant.org)