



## DEVELOPMENT MANAGER JOB DESCRIPTION

**Position Title:** Development Manager  
**Category/FLSA Status:** Full-time, Exempt  
**Supervisor:** Chief Development Officer  
**Supervises:** NA  
**Office Location:** 304 E. Vickery Blvd., Fort Worth, TX 76104

**Position Summary:** The Development Manager will assist in the day-to-day functions of the Development Department and Team. The individual will assist with donor database reports and entries, social media accounts, marketing, and annual fund coordination. 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. This role is a full-time, benefits-eligible position based in our Fort Worth office. This position requires some experience in the nonprofit sector and knowledge of fundraising, marketing, communications, and social media, research skills, and donor databases. 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. Together, our goal is to ensure they have the skills and resources needed to grow up to be healthy, educated, and economically independent women.

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

- Manage the agency's social media platforms to ensure consistent messaging, grow the audiences and promote the mission.
- Conduct research on funding opportunities including grants but not limited to individual donors, foundations, community partners, etc.
- Coordinate Development Department files including attachments/files needed for proposals and reports as well as electronic and paper files.
- Manage donor database, authorize payment platform that include check entry, donor giving reports and payment reconciliation.
- Participate in the creation of agency marketing materials by serving as an internal resource for graphic design, content creation and document development for items such as program flyers, thank you letters, social media content, e-newsletters and funder reports.
- Participate in agency partnerships including but not limited to speaking engagements, matching gift processing, community fairs & events, etc.
- Assist with agency fundraising events as needed in collaboration with Chief Development Officer
- 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 as needed.
- Provide professional, confidential and secure communication internally and externally.

**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 1-2 years of professional work experience in nonprofit, fundraising/development, marketing or related field.
- High school diploma or equivalent experience.
- 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 (Chief Development Officer, Director of Donor Engagement, and periodically college interns and volunteers) as well as with members of the Admin Team (includes Senior Program Directors and agency leadership).
- 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:**

- Bachelor's degree in a related field.
- Technical writing experience
- Knowledge of graphic design software.
- Previous experience with non-profit fundraising.
- 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.