ERIK HITE FOUNDATION
www.erikhitefoundation.org
"We serve and care for those who serve and protect us."

Job Announcement

Class Title: Development Manager

Final Filing Date: Until Filled
Salary Range: $60,000-$65,000 annually

Duties

Essential Functions

The development manager is responsible for developing, managing, and implementing fundraising strategies to meet and exceed budget goals and expand public support of the Erik Hite Foundation. The principal activity of this professional development officer is to be externally focused, with responsibility for engaging a portfolio of individuals, foundations and corporations, working with current and prospective donors to engage philanthropically. The incumbent will set priorities and goals and budgets; researching and identifying potential donors, cultivating potential donors and communicating with current donors; and writing proposals to obtain grants and preparing presentations to deliver to potential donors and key stakeholders. Other tasks include maintaining donor databases, working with fundraising committees and overseeing event planning and campaigns as needed.

Job Purpose

- Articulate Erik Hite Foundation's mission, strengths, and priorities to external partners, finding areas of collaboration, and working to articulate the case for support
- Proactively manage a portfolio of Corporate foundation prospects, developing and executing strategies leading to solicitation and investment
- Work with Erik Hite team colleagues, alumni volunteers and academic leaders to identify, cultivate and solicit corporate philanthropic support
- Achieve core fundraising metrics including identification of new prospects, face-to-face visits, growth in cumulative giving from the portfolio, corporate, foundation and individual gift proposals submitted, and dollars raised
- Develop an organization-wide fundraising strategy and work plans including tactics for raising unrestricted income
- Advise and assist the Foundation Executive Director, President and Board Members in devising and implementing fundraising strategies for their programs and specific projects and review their implementation on a regular basis
- Contribute to the Erik Hite Foundation's strategic and annual planning processes having ownership of the fundraising part of the overall process
- Develop effective grant materials, proposals, case statements, presentations, conceptual plans, letters of inquiry, acknowledgement letters, budgets, progress and stewardship reports, and other donor communications, working with staff and faculty colleagues
- Create annual reporting/stewardship plans for each foundation grant and corporate gift, strengthening relationships and facilitating further support

- Maintain documentation of all activity within the Erik Hite Foundation database.
- Travel when necessary to execute strategic development plans for major donor prospects
- Ensure proper stewardship and recognition of donors in portfolio
- Participate, as a member of the Erik Hite Team, serving as a resource to colleagues
- Work in a fast-paced, results oriented environment with complex and evolving relationships and priorities
- Other duties as assigned

Experience

- 3-5 years in fundraising experience within the charity sector
- A proven track record of delivering fundraising success
- Proven experience in managing people
- Successfully raised funds from major donors
- Experience of building capacity and sharing knowledge
- Proven experience of and ability to plan effectively at the organizational level
- Experience of developing and implementation of strategic plans
- Experience budgeting and managing resources

Skills

- Excellent English verbal and written communication skills
- Excellent influencing and relationship building skills
- Strong interpersonal skills with ability to support and motivate professional staff
- Excellent project management skills
- Tenacity in seeking results and a high level of representational and negotiation skills
- Ability to make decisions and take the initiative, as part of managing a complex and varied workload
- Excellent computer and IT skills as well as knowledge of CRM softwares
- Creative, flexible, dynamic character and a generator of new ideas
- Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently
- Commitment to the Erik Hite Foundation's goals and values

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Hiring Steps

In a hiring interview, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth of relevant experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a passion to provide quality service to our clients.

Send application and resumes to Nohemy Hite at: nhite@erikhitefoundation.org