



Job Description Development Manager

Position Overview:

Under the supervision of the Executive Director, the Development Manager will plan and implement fundraising and membership activities in support of LHS' sustainability and mission. The Development Manager will help increase contributed revenues through event sponsorships, annual giving, membership, legacy gifts and corporate and foundation grants. This part-time position adds development experience and expertise to the team to expand LHS's culture of philanthropy and help facilitate the identification, cultivation and solicitation process in all its philanthropic relationships.

Duties and Responsibilities:

- Works with the Executive Director to build relationships with key funders, members and donors
- Works with Board members to identify, cultivate and solicit prospective donors
- Plans and implements annual giving opportunities
- Works with the Executive Director and Board members to identify and solicit sponsorships from corporate donors/fdns
- Promotes and grows Lorain Historical Society's legacy program
- Works with the Executive Director, Board members and Staff to plan, prepare and implement fundraising initiatives
- Develops and helps to execute an integrated marketing and communications strategy in collaboration with the Executive Director and appropriate Staff
- Works with the Executive Director and Grant Writer to plan a grants calendar and research additional grant opportunities for the organization
- Works with the Membership Committee of the Board to strengthen the Membership Plan for the organization
- Staffs the Development Committee of the Board

Knowledge and Skills:

- Knowledge of Lorain County's philanthropic community
- Proficient with technology, donor data systems (Donor Perfect CRM a plus) and Microsoft office Suite
- Experience with special event management
- Experience with grant writing and research
- Knowledge of or experience with non-profit membership programs
- Excellent verbal and written communication skills
- Understanding of basic financial reporting and budget planning
- Ability to multi-task and manage multiple projects/events simultaneously

Qualifications:

- Bachelor's degree in related field
- Minimum 3-5 years professional non-profit fundraising experience
- Grant writing experience
- Event support experience

Compensation:

Salary Range - \$45-60K per year, flexible full or part time, commensurate with experience, requires some evening or weekend work for meetings and special events.

For More Information/Application:

Barb Piscopo, Executive Director
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