



## DEVELOPMENT MANAGER (FULL OR PART-TIME)

We are posting various positions in the fields of marketing, development, and events and are open to developing and adapting these roles.

### SUMMARY:

**We are looking for a hardworking, self-starter Development Manager to join our team to help take our organization's fundraising/stewardship to the next level. We need someone who can learn new things very quickly, who likes solving problems, and who can process information quickly and think for themselves. Sound like you? Perfect. Keep reading....**

Atlanta Angels is an innovative nonprofit that seeks to change the way children, youth and families experience the foster care system. We believe that if we can get every child, youth, and family in the foster care system into our programs, we have a great chance of changing the world we live in.

Our fast-growing organization has a start-up mentality, but also a level of professionalism and drive that is not found in most nonprofits. There is a LOT of opportunity with our company and we are looking for a creative, innovative self-starter who exudes these five core competencies: Professionalism, Passion, Positivity, Initiative, Adaptability.

### HISTORY:

Atlanta Angels wraps community around children in the foster care system, as well as their caretakers, by offering consistent support through intentional giving, relationship-building, and mentorship. Our programs are created to help empower children and build sustainable foster homes. Our solution to the foster care crisis are the Love Box family support and Dare to Dream youth mentor programs. Our programs utilize a trauma-informed, wrap-around service model that strengthens relationships between foster families, youth in foster care, and bio families. In 2016, Austin launched its first chapter in Amarillo, Texas and has then grown to open 22 chapters across the Nation, including Atlanta Angels, which launched in 2020.

### GENERAL OVERVIEW:

The Development Manager is responsible for creating, implementing, and evaluating an annual development plan designed to raise revenue to ensure Atlanta Angels can achieve its goals. In this position, the Development Manager supports the fundraising efforts of the Executive Director and the Board of Directors. The Development Manager will assist in planning, executing, and evaluating annual development strategies to ensure the financial continuity and sustainability of the organization and its ability to deliver on its mission.



## PRIMARY RESPONSIBILITIES:

- Build strong relationships with stakeholders, vendors, and donors.
- Oversee and manage fundraising efforts.
- Responsible for planning, developing, and executing strategies to obtain donor support for our organization's ongoing and long-term financial needs.
- Support in planning donor-cultivation/stewardship/solicitation dinners and events.
- Help to create and execute fundraising priorities.
- Working closely with the Board of Directors to engage them in the fundraising process.
- Work with the Development Committee further fundraising strategies.
- Promote planned giving to members and donors and executing planned giving marketing plans.
- Manage the cultivation, appeal and stewardship of all corporate and business funders
- Identify new grant opportunities
- Manage post-grant reporting and assist with maintaining relationships with foundations and major gifts.
- Assist Executive Director in raising > \$1.2m in revenue, including bringing in at least \$100,000 in new revenue.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Recommended minimum 3-5 years in development
- Ability to work independently and with a team.
- Great attention to detail (nothing gets past you).
- Highly organized, a self-starter, detail-oriented and have excellent customer service and interpersonal skills.
- Strong organizational and time-management skills.
- Strong communication skills, including ability to write and speak persuasively about organization and our programs.
- Demonstrated knowledge of planned giving, preferred but not required.
- Demonstrated success in soliciting and closing gifts from individuals and experience running an annual fund highly preferred.



## **WORK CONTEXT:**

Requires using discretion when presenting information to partners, engagement presentations, and discussions of interested parties to avoid disclosing confidential information about a case.

Requires a mixture of working indoors in a traditional office setting and traveling to agency locations, outreach events, etc.

Requires initiative, an eagerness to learn, and willingness to perform the many and various operational tasks required to keep Atlanta Angels running smoothly.

Requires being passionate about the mission and willingness to invest time and personal expertise to grow Atlanta Angels.

## **REQUIRED:**

- Personal Telephone (and possibly conferencing capabilities)
- Personal Laptop / portable computer / tablet
- Personal car, valid driver license, insurance
- Ability to pass state and Federal background checks

## **PROGRAMS USED ON THE JOB:**

- Google Mail
- Mailchimp
- Basic Microsoft Office Applications (Word, Excel, PowerPoint)
- Google Drive
- Zoom
- NeonCRM
- Slack

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Minimum three years of experience in fund development in a non-profit setting
- 2+ years of college + experience in related field.
- CFRE (Certified Fund Raising Executive) desired but not required

To apply for this position, please send your cover letter and resume to Ashley at [hr@atlantaangels.org](mailto:hr@atlantaangels.org)