



METRO ATLANTA RECOVERY RESIDENCES Fund Development

JOB DESCRIPTIONS

TITLE: Fund Development Manager

IMMEDIATE SUPERVISOR: Director of Fund Development/CEO

SCHEDULE: Full Time, 40 hrs/week, Monday – Friday Flexible hrs, Hybrid In-person/Remote

COMPENSATION: \$65,000 - \$75,000 Annual Salary plus benefits.

OVERALL SCOPE OF WORK

The Development Manager will manage MARR Addiction Treatment Centers' efforts to connect major donors, foundations, and corporations to our mission. The Development Manager will lead fundraising initiatives and related events, manage donor relationships, and coordinate development activities. A successful candidate will have the ability to work autonomously yet collaboratively with the Grants Manager, Director of Alumni Affairs and Event Planning and the Communications Director to meet annual fundraising goals while supporting the strategic objectives of the organization to ensure the sustainability and growth of MARR's programs. They will be responsible for raising funds and effectively tracking donor interactions and contributions.

QUALIFICATIONS:

- Bachelor's Degree
- 3+ years of non-profit fundraising experience preferred
- Experience cultivating sponsors and donors
- Strong administrative/computer skills including Microsoft Word, Excel, Outlook.
- CRM experience, Salesforce preferred
- Ability to take initiative, work independently while managing databases and day-to-day operations
- Strong customer service orientation and attention to detail
- Ability to handle multiple tasks simultaneously
- Ability to prioritize duties, follow an organized process and bring projects to completion, reaching goals on deadline
- Professional demeanor & ability to handle confidential information appropriately

RESPONSIBILITIES:

Work closely with the Director of Fund Development and Chief Executive Officer to align major gifts and corporate partnership efforts with MARR's overall fundraising goals. Serves as a member of the Management Team.

I. Annual Fundraising Plan

1. Develops a comprehensive fundraising strategy to support MARR's mission and programs in coordination with the CEO.
 - a) Develops and implements concepts and plans that attract more high net-worth donors.
 - b) Assists in preparing a written development plan with dollar goals for approval by the Board of Directors
2. Prospect new funding sources, including foundation grants, individual donors, and corporate partners or sponsors.
3. Manage the organization's major fundraising campaigns in coordination with Communications Director and Director of Alumni Affairs and Event Planning.

II. Major Gift Fund Raising

1. Identify and cultivate major gift prospects at the \$5,000 level and above.
 - a. Write all foundation and corporate proposals and compile/write appropriate addendums.
2. Prepare an annual calendar of prospects and establish monthly solicitation.
3. Participate in the development of fundraising collaterals with the Director of Communications to educate individuals, corporations and foundations to become donors.
4. Manage and track all major gift actions using cloud based Fundraising Software Systems (Salesforce, eTapestry, etc.)

III. Fundraising Events

1. Establish the budget for all fundraising events (Golf Tournament, Celebration of Recovery Banquet, etc.) and works in conjunction with the Director of Alumni Affairs & Special Events to revise budget as needed.
 - a. Determine and set the ticket prices and sponsorship levels for all fundraising events.
2. Manage and track guest registration.
3. Responsible for maintaining and updating the Fundraising webpage (e.g. GiveSmart).
4. Submits Special Events form to provide all necessary information (event needs, budget, vision, etc.) to the Director of Alumni Affairs and Special Events.
5. Works in conjunction with the Director of Alumni Affairs and Special Events to execute the event.

IV. Annual Campaign

1. Prepare bi-annual mailings to MARR constituents
2. Create and maintain donor recognition program to establish gift levels for donors.
3. Produce and submit annual report for the Board of Directors and for use of Fund Development Annual Initiatives

V. Fund Development Collateral Material

1. Collaborates with Director of Communications to create Donor-centric communications and collaterals.
2. Submits Communications help desk tickets for fundraising events (e.g. Save the Dates, Event Kick Off, Event Details/Updates)
3. Establish communications calendar for fund development department and submit to Director of Communications.

VI. Management of Donor Records

1. Update and maintain the CRM database (Salesforce, eTapestry, etc.) to track and reconcile donor data.
2. Create and maintain information on foundations and corporations in Salesforce
3. Send mailings to foundations and corporations for updated annual reports and applications

VII. Grants/Gift Acknowledgements

1. File and maintain all gift records electronically using cloud based Fundraising Software
2. Ensure timely communications with donors and prospective donors, including emails, thank-you letters, phone calls, and end of the year contribution letters.
3. Periodically call and write to donors to inform them of key uses/results of their giving
4. Plan and schedule any/all donor recognition events
5. Prepare all gift status reports to foundations, corporations, and individuals in collaboration with grant writer.
6. Work with the Program Directors, Controller, CEO, and other staff to gather program information for grant reporting and submissions.