

**MARION SENIOR SERVICES
Job Description**

Position	Reports To	HR Use Only
Fund Development Manager	Executive Director	
Employee Name	Employee Signature	Date
I have read the job description and can perform the essential functions of this position with or without accommodation.		

SUMMARY

Fosters a culture of philanthropy within the organization. Assures that the organization’s corporate culture, systems and procedures support fund development and vice versa. Leads staff and volunteers to institutionalize philanthropy and fund development within the organization. Plans, coordinates and assures implementation of strategies to develop donors and contributions to support the organization. Assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, research and cultivation, gift processing and recognition. Maintains accountability and compliance standards for donors and funding sources. This position will collaborate on and participate in a range of fundraising activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Evaluates the effect of internal and external forces on the organization and its fund development, recommends short- and long-range fund development plans and programs that support the organization’s values, mission and general objectives.
- Helps leadership identify and address organizational development issues that challenge and support financial health and effectiveness.
- Ensures that philanthropy and fund development are carried out in keeping with the organization’s values, mission, vision and plans.
- Ensures attainment of the organization’s fund development activities through the selection, development, motivation and evaluation of human resources, both professional and volunteer. Helps identify, cultivate, recruit, and develop fundraising volunteers and leadership. Trains, places, coordinates and supervises fundraising volunteers.
- Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; informs the Executive Director, development committee(s) and board on current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning fund development.
- Helps establish performance measures, monitors results and helps the Executive Director, development committee(s) and board evaluate the effectiveness of the organization’s fund development program.
- Upbeat and energetic individual with the ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics of clients needing support.
- Participates with the Executive Director, staff and board in charting the organization’s course in fund development.
- Provides general oversight of all the organization’s fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.
- Ability to work some evenings and weekends if needed.
- Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.

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- Develops community, public relations campaigns and media relationships to encourage agency support.
- Participate in community events and appropriate professional organizations promoting the agency.
- Demonstrated excellence in written and verbal communication and customer service.
- Build donor relationships with small annual and monthly donors, providing needed cultivation, stewardship and opportunities to make more substantial gifts over time.
- Collaborate with advancement, communications, and staff to conceptualize, design, and write annual Fundraising campaign materials
- Develop and maintain accurate progress reports for all fundraising activities
- Develop and implement strategies for best practice annual-fund donor acquisition, renewal/upgrades, and stewardship.
- Build out an Annual Fund Program, including strategy and execution for targeted direct mail appeals (renewals, upgrades, and acquisition 1-2 times annually), email appeals, online giving, stewardship and targeted strategies for increased giving, based on industry best practices
- Design and execute a multi-channel development strategy that contributes to the financial viability and overall sustainability of the organization.
- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including organizations, foundations, corporations, etc.
- Provide monthly reports to the Executive Director, which measure progress toward achieving the plan.
- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base.
- Create and implement strategies for a sponsorship program.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the leadership of items that would benefit the Agency
- Oversee fundraising database and tracking systems.
- Implement a thorough donor acknowledgment and stewardship system and work with CEO to maintain consistent contact with major donors.
- Oversee the design, production, and dissemination of development collateral (including but not limited to solicitation letters, Annual Report, etc.).
- Collaborate with staff, board, and volunteers to gather stories and outcome statistics that demonstrate the results and value of programs funded.

SUPERVISORY RESPONSIBILITIES

- Within the agency, the position has primary relationships with the financial operation, senior management staff and program staff. Outside the agency, the position coordinates with the governing board, fundraising volunteers, donors and funding sources.

EDUCATION AND Qualifications

- Successful completion of a Level 2 background check and drug screen in accordance with DOEA requirements
- Outcome-driven with the ability to respond to changing circumstances and priorities.
- Exceptional and persuasive communication skills – both in-person and written.
- Strong organization and time-management.
- Ability to effectively prioritize and manage multiple tasks simultaneously.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor Perfect database experience desirable).

Education and Experience Equivalent to seven years:

- Associates degree and four years of experience in fundraising or related field

OR

- Bachelor's Degree and five years of experience in fundraising or related field
- Two years supervisory experience.
- Must have experience with MS Office, Database and Desktop Publishing

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CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Class E Driver’s License and Driving Record that meets company’s insurance standards is required
- Must have reliable transportation

MINIMUM NECESSARY RESTRICTION TO PHI To perform the functions of this job, persons in this position may require access to or exposure to client information, medical records or computer applications that contain Protected Health Information including, but not limited to electronic medical information, client medical records, written information, faxed information or spoken word. Incidental exposure of Protected Health Information may occur during the workday.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variety of walking, standing, sitting, stooping.
- Requires normal range of hearing, vision and manual dexterity to operate keyboard, telephone, photocopier, calculator and other office equipment as needed
- Occasional lifting of up to 50lbs.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Office setting
- Travel to designated locations as needed, must have reliable transportation
- Frequent contact with staff and public

Approval		Effective Date	Revised Date
Donna Tackett, HR Director	Jennifer Martinez, ED	01/01/2022	
Renee Cunningham, HR Director	Jennifer Martinez, Executive Director	07/03/2024	07/03/2024

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