**Fund Development Manager**

**Position Profile**

The Family Peace Center (FPC) is a non-profit, multi-agency, multi-disciplinary co-located service center that provides services to victims of inter-personal violence. The FPC seeks an experienced fundraising professional who shares our passion and will help us attain the financial resources to make our vision a reality.

**Position Description**

The Fund Development Manager plays a key role in the future of the Family Peace Center through strategic leadership of fund development planning and execution. This individual, working closely with the FPC Executive Director and Board Executive Committee, will lead the advancement the FPC’s mission through annual giving, grants, individual/corporate gifts, special events, and capital campaigns.

The Fund Development Manager will have accountability for the identification, cultivation, solicitation, and stewardship of donors and in positioning FPC as a “mission of choice” for donors.

**Duties and Responsibilities**

*Comprehensive Fundraising Plan*

* Develop and implement fundraising plans that supports the FPC’s near- and long-term sustainability and growth needs by meeting identified revenue goal
* Conduct donor research and identify and develop donor segmentation and prospective targets
* Develop and administer procedures for conducting effective fund development activities.

*Fundraising Campaigns, Events, and Activities*

* Deployment of fund development strategies to ensure that event, donor contribution, annual giving, and capital campaign targets are achieved
* Identify, cultivate, and solicit financial support from prospective individuals, community partners, businesses, nonprofit organizations, foundations, grants, and corporate donors
* Develop, implement, and manage annual and capital campaigns
* Oversee coordination and organization of all fundraising events
* Oversee the development of all fundraising marketing collaterals and materials

*Major Donors*

* Develop and implement major donor plan and supporting strategies
* Research and identify major donor prospects
* Present major gift appeals and proposals
* Establish ongoing major donor recognition

*Donor Communications and Database*

* Maintain timely communications with current and prospective donors through a variety of mediums used to promote awareness of FPC news, activities, and accomplishments
* Manage donor database to track donor activities, prospective donor pipeline, and monitor fundraising goals
* Provide reporting of fundraising progress to Executive Director, Executive Committee or board as required/requested

*Other tasks and responsibilities as assigned by the FPC Board of Directors*

**Requirements and Qualifications**

*Education*

* Bachelor’s degree preferred, but will consider the right candidate with an equivalent combination of education and experience
* CFRE Certification preferred

*Experience*

* 3 plus years fundraising, development, or community outreach experience in nonprofit sector
* 1 plus years’ experience in handling special events, campaigns, networking, and building financial donor relationships with the community
* Association of Fundraising Professionals Membership is a plus
* Excellent knowledge of fundraising strategies and principles and understanding of tax planning/techniques that favor charitable giving and comply with nonprofit status
* Exceptional networking, relationship building, recruitment, negotiation, and retention skills
* Exceptional written, interpersonal, and communication skills
* Strong project management skills
* Highly organized and effective time management skills
* Ability to prioritize and perform work with minimal supervision
* Ability to work well in a team and independently
* Strong PC proficiency in Microsoft Office, including Word, Power Point, and Excel
* Experience with Blackbaud Raiser’s Edge NXT® donor management software or other donor management systems

**Contact**

Applicants should submit a cover letter, resume, and career narrative to:

Cheryl Church

cheryl@workplacesearch.com