



Job Title: Development Manager
Reports To: Chief Strategy Officer
Location: Phoenix, AZ
FLSA Status: Exempt
Manages: Seasonal Volunteers & Interns
Revised: February 12, 2021

SUMMARY

Be A Leader Foundation is seeking a Development Manager to join our team to further our mission of increasing the number of college-going students in Arizona. The Development Manager will be an important member of our team and will be responsible for managing engagement with, and securing funding from prospective and current Be A Leader corporate, foundation, and individual supporters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and execute a comprehensive plan for securing funding and volunteer engagement from our corporate donor base.
- Maintain and develop corporate relationships that will generate program and event sponsorship funding to meet annual budget goals.
- Expand the current corporate donor base
- Perform comprehensive grant writing duties for corporate grant applications.
- Responsible for conducting research on prospective donors and preparing engagement strategies, correspondence, proposals and pledge documents.
- Develop strong relationships with prospective donors, moving them through the cultivation cycle, from identification through solicitation and stewardship.
- In conjunction with the Chief Strategy Officer, create and maintain collateral materials to present to potential corporate sponsors, including the organization's annual report.
- In conjunction with the Chief Strategy Officer, create and maintain recognition of corporate sponsorships (annual update meetings, thank you gifts, website, etc.).
- In partnership with the Program Team, facilitate corporate volunteers for Be A Leader events.
- Participate in the execution of organizational development events such as but not limited to: BALF mixers, BALF Tour Days, the annual Taking Steps Towards College Success Event and Virtual Summit.
- Manage annual individual giving campaigns in partnership with the Chief Strategy Officer (i.e. tax credit, day-of giving, and end of year-giving).
- Collaborate with Chief Strategy Officer and CEO in the design and scheduling of Be A Leader's various direct mail, email, and social media communications focused on achieving budgeted annual individual giving goals.
- Ensure timely stewardship and engagement with annual individual donors.
- Expand, diversify, and maintain individual donor base
- Create a presence in the community by being visible and representing Be A Leader at community events, including speaking engagements as determined.

SUCCESS CRITERIA

- Increase the number of business and community partners that support the Be A Leader Foundation and its programs by 10-15% annually;
- Support the organization's goal to increase the total number of corporate and foundation donors by 10% annually;

- Support the organization's goal to increase the number of Individual donors by 10% annually;
- Retain 95% of existing sponsors
- Increase the organization's overall annual contributions by a minimum of \$50,000 the first year and an additional 10% annually each year after.

SUPERVISORY RESPONSIBILITIES

Assist with the supervision of any potential student volunteers and interns for various development initiatives and duties.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

- B.A., B.S or equivalent; and a minimum of three years related development experience and/or training

LANGUAGE SKILLS

- Ability to read, analyze and interpret general periodicals, professional journals, etc.
- Ability to write comprehensive grant applications, grant reports, and business correspondence

PHYSICAL REQUIREMENTS

- Ability to sit for long periods of time using a computer and talking on the phone.
- Maintaining files and event supplies requires stooping and lifting boxes and other materials up to 25 pounds.

ENVIRONMENTAL REQUIREMENTS

- Must be able to work in a well-lighted, temperature controlled work area.
- Must be able to see and work with a computer screen for extended periods of time.
- Must be able to work in an open area with other employees and volunteers.

OTHER QUALIFICATIONS/SKILLS/ABILITIES

- Professional demeanor
- Highly organized, attention to detail, and ability to manage multiple projects.
- Strong commitment and passion for education and promoting access to higher education for everyone as well as demonstrated commitment to advancing the mission of the organization.
- Ability to effectively communicate and carry-out Be A Leader's mission to donors, partners and community members.
- Excellent presentation skills in front of varied size groups.
- Ability to use the utmost discretion regarding sensitive company and client information.
- Proficient in Microsoft applications including Word, Excel, PowerPoint. etc.),
- Working knowledge of donor software – Salesforce
- Independent and highly motivated worker with the ability to work as a member of a multidisciplinary team when needed
- Some evenings and Saturdays will be required

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments.

Interested applicants should submit cover letter and resume to: Karla A. Robles, Chief Strategy Officer,
Karla.robles@bealeaderfoundation.org