



POSITION DESCRIPTION DEVELOPMENT MANAGER

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| Position Title: | Development Manager |
| Employment Classification: | Full Time, Non-Exempt |
| Reports to: | Director of Community Engagement & Development |
| Department: | Development |
| Salary: | \$27.00-\$30.00 per hour, benefits included |
| Benefits: | 80 hours each of Vacation, Holidays, and Sick Time per year; 100% of the premiums for medical, dental, life and LTD; 401K and FSA Plans |

The Living Coast Discovery Center inspires the community to connect with and care for our coastal environment.

JOB SUMMARY

Key member of the Development team supporting the mission, and fundraising goals, of the Living Coast Discovery Center through the execution of essential functions of the department.

DUTIES AND KEY RESPONSIBILITIES

Grants Management

- Manage the writing and submission of grants for new and existing programs.
- Research and recommend new grant opportunities aligned with the mission and programs.
- Manage and coordinate with grant writer consultants as needed.
- Responsible for collaborating with programs staff for timely reporting of grants.
- Ensure prompt preparation and submission of invoices and collection of grant receivables.
- Maintain lists of submitted, pending, and awarded or declined grants, annual submission calendar, and conversion reports.
- Maintain accurate accounting of all unrestricted/restricted grant income.
- Coordinate recognition of funders in accordance with grant guidelines.
- Maintain files of all grants, contracts, notice of grant awards, and other related documents.

Event Management

- Responsible for planning, implementing, and leading all aspects of annual fundraising event.
- Coordinate all day-of event logistics between LCDC staff and vendors, including but not limited to: relevant licenses, offsite parking, volunteer assignments and training; registration, silent and live auction, vendors, transportation.
- Manage event budget.
- Post –event management including donor acknowledgement letters, budget reconciliation, auction, documenting participant feedback, and other details as needed.



Individual Giving

- Responsible for developing and implementing strategies to fill the individual giving pipeline managing all annual fund campaigns.
- Develop and nurture relationships with current and potential donors.

Board of Directors

- Coordinate, attend, and report on monthly Board and Finance Committee meetings.
- Maintain roster including contact and demographic information, giving, and service terms.
- Provide support for recruitment and onboarding of new board members.

General

- Provide customer service through incoming phone calls and emails.
- Manage Membership Specialist and Administrative Assistant providing support as needed.
- Perform overall management and operational duties such as responding to customer service and facilities issues, and closing rounds and checks when assigned.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in relevant field or technical training and at least two additional years of relevant work experience.
- Two years of management/supervisory experience.
- Must have strong written and verbal communications skills.
- Proficient knowledge of Microsoft Office Suite, including Word, Excel, Outlook; and Adobe Acrobat.
- Candidate should possess strong organizational skills, be proactive, creative and solutions-oriented, and have the ability to work independently handling multiple priorities in a fast-paced, professional environment, with attention to detail.
- Demonstrated experience with donor database management, preferably Blackbaud Altru.
- Demonstrated experience in working within a team and with senior management.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is an office job but a portion includes out of office meetings. Occasional driving to meetings and events. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs.

Note: A typical schedule is 5 days per week, 8:30AM – 5:00 PM but can vary depending on events, meetings, and other opportunities. Some weekends required. This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The Living Coast Discovery Center is an Equal Opportunity Employer

**Please forward cover letter and resume to Lori Torio, lori@thelivingcoast.org,
By Monday, January 20, 2025.**