



Development Manager

Status: Full-Time, Salary
Classification: Non- Exempt
Reports to: Director of Development

Organizational Profile:

Pridelines Youth Services, Inc. dba Pridelines is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change.

Position Overview:

Pridelines' Development Manager is responsible for creating and implementing fundraising strategies that increase the organization's support from individuals and corporations, with a special emphasis on developing individual donors. The Development Manager will be expected to play a key role in identifying, cultivating and soliciting major donors for annual and planned gifts. This position will also be responsible for the development and organization of fundraising events in collaboration with the Director of Development.

Responsibilities: Primary roles and responsibilities include, but are not limited to:

Individual Donor Stewardship:

- Maintain a proactive, creative leadership role in the identification, cultivation and solicitation of individual and corporate contributions; cultivate and directly solicit key donors, working with the Director of Development and the Chief Executive Officer (CEO) as appropriate
- Establish and develop a Development Committee to assist in the identification and cultivation of key donors. Committee members should be selected based upon skill set and fundraising capabilities
- Work with the Director of Development to establish and implement a Planned Giving program
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors and sponsors, and volunteer committees. Serve as a visible spokesperson and advocate for Pridelines' mission and programs in the funding community
- Assist with the development of the annual fundraising plan in collaboration with the Director of Development and the CEO. Provide detailed reports about the fundraising progress to the Director of Development on a regular basis
- Ensure that all donors are appropriately thanked and receive regular communication; make donor stewardship a priority throughout the organization
- Become and remain proficient at managing and using Pridelines' donor database, Donor Perfect to maintain accurate donor records.
- Manages the retention and recruitment of major donors, including the Leadership and Executive Directors Circles to ensure their engagement and renewal.
- Is responsible for ensuring the success of the following events/campaigns:
 - a) 10-in-10 Campaign/Florida AIDS Walk
 - b) Give Day campaigns
 - c) Executive Director Circle events
 - d) Holiday Appeal
 - e) Annual Gala

Corporate Sponsorship:

- Seeks/identifies potential Corporate donors/sponsors to support Pridelines programs and services.
- Assists the Director of Development with the development of proposals to secure Corporate donors/sponsors.
- Works with the Director of Development to manage all Corporate relationships.
- Ensures that Corporate support goals are met.

Special Events:

- Is responsible for ensuring successful participation in the SMART Ride, which includes: assisting in fundraising efforts to ensure Team Prideliners' goals are met, assisting with events throughout the year as requested by the Director of Development, and assisting on-site during the SMART Ride.
- Assists with the implementation of development efforts at all Pridelines' Center events and outreach.
- Engage staff in event participation and knowledge of Development Events.
- Be available, as requested, to assist in the management of center events

Qualifications:

- Bachelor's Degree or a minimum of 3 years related experience
- Proven experience managing a complex fundraising program in a sophisticated organization with a reputation for quality and excellence, with extensive major gifts expertise
- A successful track record of personally identifying, cultivating and soliciting individual donors and corporations for support; experience with LGBT constituencies is desirable
- A record of measurable results in organizing and implementing such activities as: major gifts, annual funds, corporate giving, direct mail, planned giving and special events;
- A track record as an effective communicator; highly skilled in writing and speaking; adept at crafting proposals, donor correspondence and other kinds of materials; the ability to communicate Pridelines' mission and interests to a broad audience;
- Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills
- Familiarity with, and a passion for LGBT issues
- Personal qualities of integrity, compassion, positive leadership, "can-do" attitude, flexibility, a sense of humor, and the capacity to exercise discretion and independent judgment as well as work and as part of a team
- Understanding of working with diverse populations that leads to client centered support services
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Understands ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards
- Ability to travel and/or commute locally and long distances
- Willing to work evenings, weekends and weekdays
- Able to prioritize multiple projects and manage frequent interruptions
- Proficient computer skills and experience with Microsoft Office (required), Cross functional database systems