



Position: Development Manager

Time Commitment: Full-time (exempt) 40 hours/per week, some evenings and weekends

Reports to: Director of Development

Position Summary

The Development Manager serves as a key member of the Development team, working with and supporting the Director of Development and Executive Director and the entire development operation.

In addition, the Development Manager provides backup for the Database Associate to manage the donor database (Giveffect and Telosa Exceed), generate reports, process gifts, and work with BACC's accountant as needed.

Support Fund Development Team Operations

- Review and enter contact reports and other attachments as needed
- Ensure accurate portfolio reports, briefing and other materials for Director of Development and Executive Director
- Assist with prospect identification, research, and analysis
- Support donor cultivation and stewardship efforts
- Assist with donor engagement, communications, and follow-up
- Maintain lists for event invitations, annual solicitations, and major donor events
- Integration of social media into BACC fundraising
- Generate information, acknowledgements, reports, notes, and data that help to maximize giving
- Attend fund development committee meetings, provide monthly FDC reports, record and report minutes
- Other fundraising support as needed

Annual Campaigns

- With Director of Development, create and monitor an annual calendar and production schedule for all fundraising efforts
- Coordinate and implement all direct mail campaigns along with the Director of Development and Director of Marketing
- In partnership with the Director of Development, work with the Director of Marketing to produce the annual report and additional stewardship materials as needed
- Work with the Director of Development and Executive Director to provide support for annual Spring Breakfast fundraiser, Gala and other events as needed
- Attend and assist at all Development events

Provide Backup for Data Quality Management / Database Maintenance, Gift Processing, and Tracking (working with Database Associate)

- Maintain standards for data quality for the donor database, including routine periodic measurement of conformance to standards using queries
- Create new and update existing constituent, address, and other records
- File, scan and upload documents into appropriate records
- Code and track individuals by group (those who attended events, received specific mailings, live in certain geographic regions, etc.)
- Implement data updates with the use of internal and external data sources, data audit and cleanup utilities, and other tools
- Implement procedures to ensure that data entry requests are met consistently and in a timely manner
- Enter contributions and relevant information and materials
- Process credit card transactions in a timely manner
- Produce gift receipts and acknowledgment letters within stated completion periods
- Produce gift reports within stated completion periods
- Coordinate gift deposits with accountant
- Coordinate and maintain internal systems for efficient gift processing procedures
- Maintain gift and attachment backup files
- With Database Coordinator, conduct routine database maintenance that includes updating records for bounce backs, unsubscribe requests, and update records for returned mail

Other duties and tasks as assigned

Qualifications:

- Experience working with donors, event planning, writing, and social media.
- Exceptional attention to detail with an aptitude for maintaining constituent relationship management systems in a fundraising environment
- Experience with Giveffect or other major fundraising database is required
- Experience in gift processing and knowledge of data entry standards, queries, exports, imports, and mail merges are highly desirable.
- Bachelor's degree, or relevant training, and 2-3 years fundraising experience strongly preferred.

To apply:

Please submit cover letter and resume to jobs@bayareacancer.org.

About Bay Area Cancer Connections

Bay Area Cancer Connections (BACC) supports people touched by breast or ovarian cancer by providing comprehensive, personalized services in an atmosphere of warmth and compassion. BACC is unique in its ability to tailor its services to each client, offering a combination of high-quality medical information, practical help and emotional support

in a non-institutional setting. BACC complements the medical care that patients receive from their physicians and provides a safety net for low income, uninsured young women and men of any age at risk for breast cancer. Its programs aim to ensure that each person is connected with the resources that best serve his or her needs. BACC recognizes that every person touched by cancer experiences the illness differently and, therefore, continually adapts its programs and services to serve a broad range of needs. All services are provided free of charge.

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