



JOB DESCRIPTION

Job Title: Development Manager

Reports to: Director of Business Development & Partnerships
 Dept: Community Engagement & Partnerships
 FLSA Classification: Exempt FT Entity: OneOC Core
 Supervises Others: No

SUMMARY:

Under the general direction of the Director of Business Development & Partnerships, the Development Manager works independently and collaboratively to drive revenue by identifying, cultivating, soliciting and securing sponsorship and annual giving revenue for OneOC's programs and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborates and executes on annual fundraising plan
- Meets or exceeds assigned annual fundraising and sponsorship revenue goals
- Develops and implements a comprehensive annual sponsorship program including grants pipeline and calendar, reporting structure, and metrics
- Works closely with the community engagement team and Board of Directors to manage OneOC's Annual Giving Program
- Builds a robust donor base; develops and maintains key long-term relationship with donors and prospects
- Manages CRM platforms (Salesforce)
- Collaborates with Marketing Manager to complete the Annual Impact Report
- Spearheads site visits and delivers compelling presentations to current and prospective clients/donors
- Produces high quality and effective written communication at all stages of the development process
- Meets all requirements for confidentiality and for management of corporate, finance, and personnel information including distribution controls, secure filing and disposal, and records retention and storage
- Serves as account lead for identified corporate/business accounts
- Coordinates stewardship reports and cultivation activities for identified funders/donors
- Tracks and manages acknowledgement and stewardship of gifts
- Develops and manages assigned budgets
- Communicates effectively and courteously with all contacts – internal and external. Works well with diverse people
- Supports the vision and goals of OneOC.

ADDITIONAL RESPONSIBILITIES:

- Assists with donor/volunteer recognition activities
- Maintains current knowledge of and ensures compliance with organizational and department policies and procedures
- Performs other writing duties as required
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in related field required; master's degree a plus
- Five plus years of development or sales experience required

- Five plus years in the nonprofit sector with an understanding of corporate social responsibility methodologies required
- Proven experience presenting materials to external audiences
- Possesses strong interpersonal, written and oral communications skills
- Must be proactive and productive in a fast-paced work environment with the ability to deliver high quality work
- Possesses the ability to work with multiple team functions. Must be a collaborative team player
- Must be organized, take initiative and able to work independently
- Budget development and financial management experience required.
- Must have a successful track record of generating earned revenue and delivering results

COMPUTER & EQUIPMENT SKILLS:

- Has excellent knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy
- Uses Microsoft Office Tools such as Word, Excel, PowerPoint, Excel as well as Internet and email programs proficiently.
- Proficiency in CRM platforms, (e.g., Salesforce), a plus
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply, and implement established processes, practices, and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to present effective and compelling messages to individuals, groups, and the public; able to convey complex ideas through brief, simple materials

OTHER JOB REQUIREMENTS:

- Organizes workload throughout the day to meet project timelines and deadlines.
- Maintains professional behavior, dress and appearance at all times.
- Attends meetings and trainings as requested.

To apply, forward resume to hr@oneoc.org

OneOC is proud to be an equal opportunity employer.