Title: Development Manager
Reports to: Director of Development
Supervises: N/A
Work schedule: Full time/Exempt

SUMMARY of POSITION

The Development Manager is responsible for all aspects of the donor database, Raiser’s Edge/NXT, and Grants Management for Forest Park Conservancy. Responsibilities include creating all acknowledgement letters and financial reports (including reconciliation), using query and export functions to create mailing and distribution lists, and maintaining accurate donor records through the input of all donations received to the organization. In close coordination with the Operations Manager and Director of Development, this position serves as an integral member of the development team; ensuring the team’s administrative and financial duties are completed. This position will have a supervisory role over the Grants process; managing Program Managers on their grant applications, ensuring deadlines are met, and records are kept appropriately.

DUTIES & RESPONSIBILITIES

- Gift Entry and Data Processing - enter gifts into FPC’s donation database, Raiser’s Edge. Process and send gift receipts for all donations.
- Donor Relations and Stewardship - provide excellent customer service to donors contacting FPC with questions related to their gift.
- Coordination and Mailing of Member Benefits - work with the Director of Development to identify annual member benefits and mail items to members.
- Reports, Mailing Lists - provide weekly and monthly reports to key personnel and pull mailing lists for coordinated mail campaigns.
- Administrative Duties, Financial Reporting and Reconciliation
- Grants Management - work closely with program managers to develop a grants strategy and maintain a database of application deadlines and reporting requirements.

PREFERRED QUALIFICATIONS

- 1-3 years of experience in Raiser’s Edge/NXT or other CRM software
- College degree or equivalent experience
- Knowledge of non-profit organizations and/or fundraising
● Experience in an administrative position
● Proficiency with Microsoft Office Suite
● Knowledge of community-centric fundraising principles

ATTRIBUTES FOR SUCCESS
● Impeccable attention to detail
● Ability to work and stay motivated independently
● Desire to identify strategies for optimization
● Understands the importance of data integrity
● Desire to learn the nuts and bolts of fundraising

SALARY & BENEFITS
Salary: $60,000
Benefits:
● Paid time off and holidays
● TriMet pass
● Cell phone stipend
● Healthcare & Dependent Care Flexible Spending Account
● Health and Dental insurance coverage up to $325 per month through our benefit plan with Kaiser Permanente
● Retirement plan. FPC will contribute 2% of your salary to a Fidelity Savings Investment Match Plan (SIMPLE IRA)

These benefits will start on the first of the month following your date of hire.

HOW TO APPLY
To apply, please send PDF versions of a cover letter and resume to marianne@forestparkconservancy.org with “Development Manager” in the subject line.

Applications are accepted until the position is filled. Early applications are encouraged.

Forest Park Conservancy does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. We are committed to a diverse workplace, and to supporting our Members and staff with ongoing career development opportunities. Forest Park Conservancy is an AA/EOO employer.

Forest Park Conservancy provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.