



Delta Gamma Center for Children
with Visual Impairments

Development Manager

We are looking for a self-starter with a passion to grow financial and volunteer resources to support critical services for children and families. We need someone who knows how to bring a diverse team together and motivate them to plan and create fun and inspiring events. Someone who can capture the hearts and minds of event goers and volunteers - engaging those new to the organization and those who have passionately supported the organization for 65 years.

Are you a planner who can map out the steps to success and follow through making sure every detail is perfect? Do you know how to manage resources and stretch a modest budget to make amazing things happen? Are you creative, adaptable and quick on your feet?

This is a great opportunity for a proven professional with experience with events and volunteers.

POSITION SUMMARY

The development manager is part of a team that identifies, cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The development manager will have primary responsibility for event and volunteer management and support other development activities to meet the annual goals for fundraising and volunteer recruitment and retention. In this role, the development manager will be responsible for the following:

RESPONSIBILITIES

Events Management (60%)

- Works with the development director to create and implement an annual plan for fundraising and stewardship events; manages event planning and logistics; leads teams of staff and volunteers to execute plans
- Designs an inspiring, successful experience for every event; prepares detailed work plans to support financial and nonfinancial goals for fundraising, stewardship and community engagement events
- Identifies, cultivates, solicits and stewards new and renewed sponsors and in-kind donors, event chairs and hosts; supports board and committee members in soliciting and securing sponsorships and in-kind donations
- Recruits, manages and stewards volunteers involved in event committees, and pre- and day-of event planning and execution
- Works with marketing staff to develop and implement effective event marketing plans and the development of video and other content including scripts for speakers and emcees

- Prepares monthly written reports related to event progress and results related to annual goals and more frequently status updates on progress of upcoming events
- Evaluates the effectiveness of all event elements; conducts satisfaction surveys of events committee members and volunteers and analyzes data to make improvements
- Ensures event donor, attendee and volunteer history and contact information is captured and accurately maintained

Volunteer Management (25%)

- Serves as the point-person for volunteer engagement; oversees recruitment through retention working in collaboration with development, marketing and program staff
- Leads the creation and implementation of a targeted volunteer recruitment and retention plan to meet annual goals for support of program, fundraising and administrative needs
- Directly responsible for the recruitment, orientation, recognition and retention of all volunteers
 - Coordinates recruitment campaigns and assists in the development and distribution of outreach and recruitment materials; has primary responsibility for actively recruiting new volunteers and re-recruiting current and past volunteers
 - Works with marketing staff on developing and implementing marketing and communications plans for volunteer recruitment and retention
 - Coordinates volunteer recognition and appreciation events and activities to ensure volunteers remain actively engaged; facilitates internal and external recognition through media mentions and awards
- Serves as the point-person for engaging the regional collegiate Delta Gammas while in college; creates plan for re-engaging recent graduates as new alum
- Coordinates and leads volunteer service groups (e.g. United Way Days of Caring, corporation teams, civic and congregation groups, etc.)
- Prepares monthly written reports related to progress and results of annual volunteer goals and key metrics
- Evaluates the effectiveness of recruiting and retention strategies; conducts satisfaction surveys of all volunteers and analyzes data to improve processes

General Development Support (15%)

- Builds and maintains strong relationships with key individuals in companies and organizations related to event sponsorships and volunteer recruitment
- Assists with identifying, developing and implementing strategies for engaging younger (20-40) volunteers and donors
- Actively cultivates and coordinates third party fundraising events

- Represents the organization at public events to educate the community and engage prospective donors, sponsors and volunteers
- Contributes content for organizational communications

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience in business, marketing, communications, sales or related field
- 5-7 years professional experience with 2-3 years of nonprofit development, event and/or volunteer management experience
- Excellent interpersonal communication and writing skills; ability to professionally represent the organization in a variety of settings
- A proven track record of achieving stated financial and other objectives and building meaningful long-lasting relationships with clients, donors and volunteers from all walks of life; is comfortable asking people to invest in our mission
- Pursues everything with high energy, optimism and a positive attitude, is driven to achieve stated objectives and to deliver the optimal donor, volunteer, and guest experience
- Demonstrated ability to work in a fast-paced ever-changing environment meeting strict deadlines while maintaining superior attention to detail; is a creative problem-solver with the ability to remain calm and gracious when managing challenges
- Ability to work cooperatively across departments and lead volunteer committees to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions; supporting other people's performance to achieve the best possible results
- Advanced computer/technology skills including proficiency with Microsoft Office Word, Excel and Outlook and experience with data management and online tools including donor and volunteer relationship and events management, mobile and peer fundraising, etc.

REPORTS TO

Director of Development

TERMS OF EMPLOYMENT

- Full-time (37.5 hour work week) with some evening and weekend hours
- Must have a car and maintain a valid driver's license, auto insurance and acceptable driving record
- Background check, drug screen and health certification completed upon offer of employment
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; and stand or sit for long periods

BENEFITS

DGCKids is an equal opportunity employer and offers benefits (according to employment classification), including:

- Medical, dental and life insurance
- Defined contribution pension & tax-deferred annuity plans
- Paid time off: vacation, sick leave, personal time, holidays, winter (one week) break
- Professional development opportunities: educational reimbursement, conferences and trainings
- Mileage reimbursement

THE DELTA GAMMA CENTER FOR CHILDREN WITH VISUAL IMPAIRMENTS

The mission of the Delta Gamma Center for Children with Visual Impairments (DGC) is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC is a private nonprofit organization located in Richmond Heights, in the central corridor of St. Louis, Missouri, serving families within a 50-mile radius in Missouri and Illinois.

Founded in 1951, DGC provides comprehensive home and community-based early intervention services for children from birth to three years of age and their families. Our teachers and therapists address the complex needs of our clients through a team-based, holistic approach.

In addition to early intervention services, families of children of all ages find reassurance and valuable resources through individual and group family support services. Children ages three through high school participate in our group recreation and developmental support program, designed to develop social and independence skills and participation in community activities.

DGC also provides vision screening services throughout the service area to infants and preschoolers for early detection of vision issues as well as community engagement initiatives directed at increasing acceptance, inclusion and accessibility.

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.