



Development and Events Manager

Job Status: Part-Time

Contact: Tom Perry, Executive Director
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As our Development and Events Manager, you are responsible for many of our vital revenue streams, which allow us to achieve our mission and maximize our impact in the community. You will plan and organize fundraising activities, assist in managing the development budget and assemble team members to ensure financial growth.

As our designer of development strategies, you get to

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Develop and execute the annual fundraising and events plan with the goal of raising \$100,000 annually
- Research, generate and recommend new ideas and sources of revenue to the Executive Director
- Report on program progress to Executive Director and the board
- Oversee the development budget and monitor expenses

As our organizer of development activities, you get to

- Maintain long-term relationships with existing donors
- Identify and build relationships with new and prospective donors
- Manage systems and software to track and cultivate loyal donors and prospects, including our donor database
- Plan & administer signature fundraising and donor stewardship/loyalty events
- Make direct, face-to-face solicitations
- Recruit, train, and support key volunteers to assist in advancement efforts
- Communicate fundraising goals throughout the organization
- Chair the Resource Development Committee, which will include Board Members and other Volunteers
- Participate in other internal or external committees as directed

This job might be for you if



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- You have 2-5 years of experience in nonprofit events and/or development. You dream of transforming fledgling organizations into successful ones, good ones into great ones, and you know how to actualize your aspirations.
- You are enthusiastic and capable of leading diverse teams to reach a common goal. Initiating and completing projects is right up your alley. You know how to make timely, effective and ethical decisions. You embody the entrepreneurial spirit. You're a self-starter who crafts creative solutions and opens doors to new donor relationships and opportunities.
- You actively and constantly listen to all stakeholders, focus especially on donor needs and know how to identify mutual benefits. You communicate excellently and compel audiences through writing and speaking.

Physical prowess not required

You won't need the endurance of a stallion, but you will have some **light physical demands** (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; lifting light pieces of equipment and materials; and occasionally working non-traditional work hours to support specific initiatives).