

BrightStone

Job Description

Job Title: Senior Development Manager
Reports to: Director of Development

FLSA: Salary / Non Exempt
Date: October 25, 2024

Position Summary:

The Senior Development Manager works closely with individuals, corporate and organizational donors to support the mission of BrightStone. Key responsibilities are to plan and implement fundraising events for annual operating support, engagement with corporate partners, and support the I Love BrightStone Annual Fund. This position coordinates philanthropic and stewardship activities and serves as the primary for all events.

Key Responsibilities:

1. Event Management:

- **Attention to Details:** Planning, coordination, and execution of fundraising events, ensuring they meet both BrightStone's fundraising goals and the expectations of our key partners and sponsors
- **Revenue Generation:** Develop meaningful sponsorship opportunities and packages for all events. Additionally, meet goals associated with annual silent auction
- **Manage:** Event budget (revenue & expenses) logistics, including venue selection, vendor coordination, volunteer support, and on-site execution
- **Marketing and Promotion:** Collaborate with the marketing and communications team to develop collateral materials and ensure partners receive appropriate recognition before, during, and after events
- **Reporting:** Analyze event outcomes and make recommendations for future improvements
- **Project Management:** Strong organizational skills to oversee the lifecycle of sponsorships, from package development and proposal writing to fulfillment and reporting

Corporate Giving:

- **Develop and Implement Corporate Giving Strategy:** Create and execute a comprehensive corporate giving strategy that aligns with BrightStone's mission and funding goals, focusing on building sustainable partnerships with corporate donors
- **Build and Maintain Corporate Relationships:** Identify, cultivate, and manage relationships with corporate partners, engaging them in BrightStone's mission through regular communication, recognition, and stewardship
- **Create Tailored Sponsorship Packages:** Design and present customized sponsorship and giving opportunities that meet the needs of corporate partners, ensuring mutual benefits and long-term engagement
- **Oversee Corporate Sponsorships and Matching Programs:** Manage and grow corporate sponsorships, corporate matching gift programs, and employee giving initiatives, working closely with partners to maximize their impact
- **Research and Identify New Corporate Prospects:** Conduct market research to identify new corporate giving opportunities, staying informed of industry trends and potential partners whose values align with BrightStone's goals

Individual Giving:

- **Develop and Implement Individual Giving Strategy:** Create a comprehensive plan to engage, cultivate, and retain individual donors, aligning with BrightStone's fundraising goals and mission
 - **Build and Maintain Donor Relationships:** Cultivate relationships with individual donors through personalized communication, understanding their interests and motivations to create meaningful engagement
 - **Manage Donor Stewardship and Recognition:** Develop and execute stewardship strategies to recognize and thank donors, ensuring they feel valued and appreciated for their contributions
 - **Plan and Execute Donor Events:** Organize events (e.g., receptions, tours, and appreciation events) that foster a deeper connection between individual donors and BrightStone's mission, creating memorable and impactful experiences
 - **Track Donor Engagement and Analyze Data:** Utilize donor management software to track engagement, monitor giving trends, and provide data-driven insights to improve individual donor strategies
 - **Prepare Reports for Leadership:** Provide regular updates to senior leadership on individual giving progress, challenges, and achievements, with recommendations for future strategies
2. Financial Goals and Stewardship:
- Collaborate with the Development Team to set and meet annual financial targets for corporate giving
 - Maintain ongoing communication and stewardship with key partners, providing timely updates on the impact of their contributions and engagement
 - Monitor and report on progress toward financial goals, providing analysis and recommendations for strategic improvements
3. Outreach and Networking:
- Attend and represent BrightStone at networking events, corporate social responsibility forums, and industry conferences to promote corporate partnerships
 - Research potential new corporate partners and develop tailored outreach strategies to engage them with BrightStone's mission
- Fundraising and Campaigns:
 - Responsible for \$900,000 in contributions by December 31, 2025
 - **\$250,000** **Annual Fund Campaign Contributions**
 - **\$650,000** **Fundraising Event Contributions**
 - **\$900,000** **Total Contributions**
 - Plan, direct and manage strategies and activities for assigned events and donors
 - Manage, train and supervise the Partnership Development Manager
 - Ensure budgeted expenses do not exceed budget without approval
 - Reporting and Analysis:
 - Preparation of requested income, expense, activity or KPI reports
 - Oversight of timely and accurate donor database entries
 - Event Committees; use of volunteers
 - Attendance at approved networking events or meetings

Position Qualifications:

Experience and Attributes Required

- An honest love for individuals with intellectual and developmental disabilities
- At least 5 years of experience in a philanthropy, development or sales related field
- Bachelor's degree required. Master's degree and CFRE certification preferred
- Demonstrated ability and proven record of success working in a similar environment
- Strong oral, presentation, and written communication skills
- Able to work flexible hours to include nights and weekends on occasion as needed
- Willingness to perform other duties as assigned

Knowledge, Skills and Abilities:

- Proficient using Microsoft Office Suite
- Experience using donor management software. Kindful and Peer-to-peer platforms such as Classy a plus