



## DEVELOPMENT AND FUNDRAISING MANAGER JOB DESCRIPTION

**Job Title:** Development and Fundraising Manager

**Department:** Administrative

**Reports To:** Chief Executive Officer

**Job Type:** Part-Time to Full Time

### **Position Summary:**

The Development and Fundraising Manager will be responsible for all aspects of fundraising, donor cultivation, and appreciation for One Voice, working closely with the CEO to establish and meet annual fundraising goals. This role is essential to advancing One Voice's mission, requiring a dynamic professional skilled in relationship management, event planning, and strategic fundraising. In addition to setting and meeting the annual fundraising plan, managing major events, and cultivating long-term donor relationships, this individual will also oversee volunteer appreciation efforts.

### **Key Responsibilities:**

#### Fundraising Strategy & Planning

- Develop, implement, and oversee the annual fundraising plan, in collaboration with the CEO.
- Set and monitor fundraising goals to align with organizational priorities and growth.
- Develop and maintain a comprehensive fundraising events calendar for the development team.
- Prepare budgets, and accurately forecast income and expenses for fundraising events in partnership with the Finance Director.
- Track, analyze, and report on fundraising outcomes and donor engagement metrics to guide strategy and adjustments.
- Work with CEO to hire and oversee event coordinator contract for Fore the One and Experience Freedom

#### Donor and Volunteer Cultivation & Relationship Management

- Build, nurture, and expand relationships with individual donors, corporate sponsors, volunteers and community partners.
- Maintain accurate records of donor interactions, sponsorships, and participant information in our CRM database.
- Design and execute donor and volunteer appreciation strategies to enhance retention and recognition.
- Engage with donors and volunteers regularly through direct communication, personalized updates, and impact reporting.



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### **Communications & Donor Support**

- Provide support for timely, strategic communications with donors, volunteers, and potential supporters, including newsletters, event invitations, and impact reports.
- Collaborate with the Communications team to develop compelling marketing materials that highlight One Voice's mission and funding needs.
- Establish processes to ensure donor and volunteer inquiries and communications are managed promptly and professionally.

### **Team Collaboration & Reporting**

- Report regularly to the CEO on fundraising progress, challenges, and donor and volunteer feedback.
- Work independently while contributing to a collaborative team environment, balancing multiple priorities and adhering to strict deadlines.
- Support the overall mission of One Voice by attending events, engaging with the community, and representing the organization to key stakeholders.

### **Qualifications:**

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or a related field.
- 3+ years of experience in nonprofit fundraising, donor relations, or event management.
- Demonstrated ability to set and meet fundraising goals, plan and execute large-scale events, and cultivate long-term donor and volunteer relationships.
- Strong organizational, administrative, and communication skills with meticulous attention to detail.
- Proven ability to work both independently and as part of a team, effectively managing multiple priorities and meeting deadlines.

### **Preferred Qualifications:**

- Proficiency in fundraising software or donor CRM systems.
- Experience in corporate sponsorship, community partnerships, and volunteer engagement.
- Strong analytical skills with experience in reporting and data-driven decision-making.



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### **Other Requirements:**

- Must be 21 years of age or older
- Physical demands may be required in this position
- A valid Texas Driver's License, appropriate insurance, and a reliable vehicle
- Must submit and pass a pre-employment drug test, as well as agree to random drug tests during employment
- Must successfully pass all background screens as required by the state
- Have a record of a tuberculosis screening, showing the employee is free of contagious TB
- Be physically, mentally, and emotionally capable of performing assigned tasks and must have the skills necessary to perform assigned tasks

### **Benefits:**

- Paid holidays
- Parental leave, when eligible
- Health Benefits, when eligible
- Paid once a month counseling
- Self-Care included in work hours, when eligible

### **Schedule:**

- Monday to Friday
- Weekend and evening responsibilities are possible