



POSITION DESCRIPTION

Position Title: Development Manager

Reports to:

Development Director

Grade/Level: Exempt

Work Schedule:

Monday-Friday, 9AM – 5PM

Summary: Fosters increased giving through an active annual fund initiative, a strengthened focus on donor research and prospecting, enhanced stewardship demonstrating the impact of a donation, and through personalized donor acknowledgement. As part of a team, supports success of new major advancement campaign. Collaborates with Development Director to ensure annual corporate grant and charitable donations are secured and stewarded.

Manage Individual Giving Programs

- Serve as primary point of contact for annual fund.
- Grow annual fund giving through direct appeals, dues, online giving, The Liver Meeting®, CFC, event fundraising, and through promotion of new donor recognition society.
- Manage annual fund individual giving, including identification, cultivation, solicitation, and stewardship activities.
- Collaborate with Marketing and Communications to execute annual fund-related marketing, including two annual direct mail fundraising appeals and related follow-up communications.
- Coordinate annual appeals to Foundation Board of Trustees, AASLD Governing Board, Committees/SIGs and staff.
- Serve as primary prospect research, segmenting donors and building profiles of individual, foundation, and industry prospects.
- Maintain prospect briefs and history for existing / prospective individual donors of gifts over \$1,000, maintain prospect lists, and manage cultivation/moves management function.
- Explore innovative programs and technologies to acquire and upgrade donors – Donor Society, monthly giving circle, peer-to-peer fundraising, mobile giving.
- Co-manage the Development Committee with Development Director.

Manage Corporate Giving/Grants/Sponsorship

- Manage stewardship activities related to industry and foundation donors.
- Assist with planning campaign-related industry and foundation solicitations.
- Serve as primary point of contact for corporate sponsorship and fulfillment, and as liaison to outsourced sales vendor.
- Maintain relationships with grant and marketing offices, prepare proposals for current industry supporters; research, cultivate, draft, and field proposals, grant / donation requests, and personal letters of request to new industry supporters.

Manage Stewardship and Recognition Programs

- Assist with execution of year-round stewardship / cultivation plan – quarterly conference calls / webinars / day of thanks / and ensure regular personal outreach is taking place.
- Work with Development Coordinator to establish a more personalized acknowledgement system that engages staff and member leaders.
- Develop Summer/Winter impact reports for industry and individual major donors and coordinate related outreach.
- Work collaboratively with Marketing and Communications staff to highlight Foundation in AASLD eNews, through a new digital newsletter, periodic impact emails, the annual report, and the Foundation's video series.

Operations

- Work with Development Coordinator to ensure timely acknowledgement and receipting procedures for all donations, grants, and support.
- Provide input for Foundation Board of Trustees and AASLD Governing Board reports.

Education & Relevant Experience

- Bachelor's degree and/or relevant experience in fundraising, development, marketing, or related field.
- Association management / non-profit experience desirable.
- Proven record of success in managing annual giving programs; securing and stewarding individual, industry, and foundation grants/donations.
- Demonstrated ability to develop proposals and fundraising communications.
- Familiarity with individual giving trends and multi-channel fundraising within the nonprofit sector.

Skills Needed in Position

- Intimate knowledge of prospect research, cultivation, and stewardship best practices
- Exceptional writing and communication skills
- High-level of interpersonal skills demonstrated in interactions with individuals at all levels, inside and outside the organization.
- Strong organizational and project management skills; adept at working under tight deadlines and managing multiple projects simultaneously and ability to meet deadlines.
- Ability to organize and perform work without direct supervision.
- Excellent attention to detail and the ability to handle multiple priorities in a fast-paced environment.
- Experience with donor research tools and databases
- Computer skills to include MSOffice Suite – especially Word, Excel, and PowerPoint
- Must be a team player and have a customer service attitude

Competencies:

Character Strength: Overcomes obstacles to getting work done. Keeps promises and meets commitments. Demonstrates personal integrity in all interactions. Maintains confidences.

Composure: Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains calm demeanor even during stressful periods. Demonstrates ability to accept criticism.

Interpersonal Skills: Demonstrates ability to get ideas across through clear and logical communication. Demonstrates ability to lead meetings, speak in public, and prepare written correspondence.

Teamwork: Takes appropriate role in the team, leading or following. Accepts the decisions of the team.

Technical Skill: Applies education, training, and experience toward mastery of job requirements.

Verbal Ability: Communicates detailed or technical information clearly. Logically organizes ideas; gives open and honest feedback.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD Foundation.