

<i>Position</i>	<i>Classification</i>
Development Manager	FT Exempt
	Pay Range
	\$70,000 - 80,000

Position summary: Reporting to the Managing Director and working closely with the Executive Director, the Development Manager supports critical functions of donors services at Common Counsel Foundation. This includes gifts administration, major gifts and grants tracking, fund development systems management and donor communications. Successful candidates will have significant experience in relationship management, strong communication skills, and a proven track record in managing multiple objectives and responsibilities, practicing independent judgement and work.

Responsibilities include:

Donor Services & Fund Development Support (60% of time)

- Acts as the first point of contact with donors, fulfilling requests for gift, grant and other information obtained from a variety of electronic and paper-based sources
- Manages and coordinates daily activities of donor services functions and relationship management systems
- Serves as internal liaison for fund development, managing the flow of information across various departments. Liaises with internal/external stakeholders such as colleagues, donors, fiscally sponsored projects, and philanthropic partners.
- Partners with Executive Leadership and Programs to support targeted fund development activities and initiatives, providing regular and as-needed reports and analysis for staff, board, and committee meetings
- Supports Finance and Accounting, ensuring solid accounting and recordkeeping for all funds, accounts, and investments
- Coordinates the timely submission of funder reports and tracks on various donor restrictions and requests
- Collaborates with staff to ensure maximum process efficiency, updating procedure documentation as necessary
- Works closely with the Executive Director to coordinate communications and meetings with the Board of Trustees

Gifts Processing and Database Management (40% of time)

- Processes all gifts and grants with accuracy, producing related correspondence for donors, grantee organizations and fiscally-sponsored projects
- Maintains fund development records and tracking systems, ensuring that all donors are properly thanked and receive proper documentation for their donation
- Manages online giving with partnership at Network for Good, Act Blue, multiple employer based matching programs, and other third-party vendors
- Maintains organizational systems related to all funds, donors, internal procedures, and governance records, ensuring database and records are always accurate and up-to-date

Candidates for the Development Manager position typically have /are:

- A minimum of 2 years working in a development role
- Independent thinker that can manage and prioritize multiple deadlines and responsibilities
- Customer service orientated for both internal and external stakeholders
- Highly organized and detail oriented
- Collaborative thinker able to partners across departments and programs
- Strong communication and writing abilities for diverse audiences
- Advanced relationship managements skills to work with and speak to various stakeholders - collaborative / partner building
- Content expertise in fund development and donor services activities, to provide thought leadership and process development to organization
- Proactive and takes initiative with in their role
- Strong acuity for technology, cloud computing, and online giving platforms, such as Network for Good, Google Workspace, Act Blue, and more
- Interest in movement building and the work of CCF

CCF provides equal employment opportunities to all employees, volunteers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All positions at CCF involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.