

The Mussar Institute
Job Description – Development Manager

Classification: Hourly, Non-exempt

Status: Part-time, 20 hours per week, 12-months

Reports to: TMI Executive Director

Summary Description

The Development Manager will work closely with other TMI staff in building, coordinating, and managing the Development program. The Development Manager will exhibit strong writing skills, will be detail-oriented, and possess the ability to work with staff and volunteers to plan and implement activities to reach fundraising goals. The position will focus on program development and management, direct solicitation of donors, recruiting and coordinating volunteers, communicating with the community by email, phone, social media, and written correspondence, stewardship of donors, and database management.

Essential Duties and Responsibilities

- Coordinate Membership Drive which involves writing the membership letter, processing Membership installments and acknowledgements, tracking results for analysis purposes, sending weekly updates to TMI leadership
- Coordinate the Annual Fund which involves writing solicitation letters, acknowledgement letters, and other materials; recruiting and managing volunteers, preparing volunteer responsibilities and guidelines, tracking results of the Annual Fund for analysis purposes
- Work with TMI financial team to process all donations
- Work with the TMI communications team on design and publication of printed and electronic materials including but not limited to brochures, newsletters, videos, and invitations used in Development efforts
- Work with the TMI communication team to develop and maintain an effective presence for TMI fundraising on social media
- Assist with posting of Development programs and projects on the website
- Produce weekly and monthly membership and giving reports; reconciling the Development Office reports with the general ledger
- Assist with maintenance of the database, updating when needed, adding notes and research information on members when necessary, and adding actions to track moves with prospective donors
- Responsible for other duties as assigned by TMI Development Team

Qualifications

- Bachelor's degree a minimum
- Prefer three years professional experience in non-profit fundraising
- Well-organized with the ability to effectively handle multiple tasks
- Experience with a relational database preferred
- Ability to set priorities and meet multiple deadlines with minimum supervision
- Strong interpersonal, oral, and written communication skills
- Knowledge of social media applications
- High enthusiasm, creativity, and sociability