



Title: Development Manager, West Michigan

Reports To: Director of Development

Location: Grand Rapids

PURPOSE:

The Development Manager, West Michigan, will manage all aspects of fundraising for West Michigan for Children's Leukemia Foundation of Michigan (CLF), a statewide, 65-year-old nonprofit organization supporting children and adults affected by leukemia, lymphoma and other blood related disorders. The position is part-time (20 hours per week) with potential to grow to full-time. This new position will be vital to our continued growth and developing meaningful relationships with donors and corporations in Kent County and the surrounding area. Successful candidate for this position will be innovative, proactive, outgoing and familiar with the West Michigan philanthropic landscape. Travel throughout West Michigan required.

RESPONSIBILITIES:

- Oversee planning and execution of CRUSH, CLF's premier West Michigan fundraising event. Responsibilities include:
 - Sponsor prospecting, solicitation and fulfillment
 - Coordinate and lead meetings with event planning committee volunteers, follow-up as needed
 - Oversee and manage all event logistics
 - Communicate with marketing agency on all collateral needs
 - Oversee social media and e-marketing for CRUSH
- Develop and manage major gift pipeline in West Michigan
- Generate financial support from current and new major donors and major donor prospects to meet budget goals
- Utilize and maintain prospect and donor database as it relates to cultivation
- Support Development Team in additional special events and annual fund activities
- Identify and cultivate corporate partners
- Some evening and weekend meetings/events as needed

GENERAL RESPONSIBILITIES:

Supporting functions expected of all CLF employees that increase or enhance cooperation within, and the overall effectiveness of, the staff and agency:

- Meet basic CLF behavior standards, including professionalism, appropriate dress, relationship building, use of work time and cooperative teamwork

- Maintain a consistent and punctual work schedule and keep the office informed regarding your work day schedule and availability for colleagues and others needing to connect with you by posting in-office, offsite meetings and PTO on CLF calendar on Outlook
- Follow all PTO procedures for requested time off, with submission of request at least two weeks in advance. PTO approval is dependent upon office coverage and event scheduling. See the employee handbook for details
- Log and submit time sheets, expense and mileage reports and other appropriate forms/reports for approval in accordance with the agency's reporting and accounting requirements
- Participate or otherwise support staff wide functions, projects or initiatives such as staff meetings, team building, planning, recognition, celebrations, etc
- Set an example for staff and volunteer colleagues that reflects positively on CLF's brand, values, principles, culture and goals
- Prepare and present periodic updates and/or written reports at prescheduled staff and departmental meetings covering your areas of responsibility
- Participate in the annual budget planning for your areas of responsibility and meet or exceed approved budget goals and control of expenses
- Provide year-to-date analysis of budget and expenses as applicable for your areas of responsible as requested by your supervisor or the President
- Support other departments as requested/needed including evening and weekend work as required
- Travel within the state of Michigan as requested
- Other tasks as assigned by Director of Development

REQUIREMENTS:

- Three – five years of experience in nonprofit development/fundraising with a track record for retaining and generating new and return support through individual donors and corporate sponsorships
- Must be self-starting and self-directed, organized, have the ability to work independently and within a team
- Knowledgeable in donor retention strategies and practices a donor-centric approach
- Experienced in leading, recruiting and engaging high level volunteers to serve on planning and revenue committees
- Demonstrated ability to thrive in a metrics driven, donor centric environment
- Raiser's Edge experience preferred, or experience working with a similar donor database
- Proficient in Microsoft Office Suite
- Passion for supporting and growing the CLF mission
- Bachelor's Degree or equivalent work experience

TO APPLY:

Send resume and cover letter as one attachment in PDF format to careers@leukemiamichigan.org. Please indicate job title followed by your name in the subject line. For example: "Development Manager, West Michigan – Mary Smith". No calls please. For more information, please visit www.leukemiamichigan.org.