



Title: Development Manager, West Michigan

Reports To: Director of Development

Location: Grand Rapids

PURPOSE: The Development Manager, West Michigan, is responsible for all aspects of fundraising for Children's Leukemia Foundation of Michigan (CLF) in West Michigan, and grant writing and foundation relations for the state. This full-time position will be vital to our continued growth and development of meaningful relationships with donors and corporations in Kent County and the surrounding area, as well as the growth of our grants program throughout the state of Michigan. Successful candidate for this position will be innovative, proactive, extremely organized, familiar with the West Michigan philanthropic landscape and an experienced grant writer. Some 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 individual donor pipeline in West Michigan, with focus on major donors
- Generate financial support from current and new major donors and major donor prospects to meet and exceed 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 as needed
- Identify and cultivate corporate partners
- Develop, implement and manage strategic plan to improve and grow CLF's grants program
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundations and corporate sources
- Perform research on foundations and corporations to evaluate prospects for support
- Work with finance and patient services to gather information necessary for reports to funders on current grant programs
- Comply with all grant reporting as required by foundations
- Maintain current records in database and paper files, including grant tracking and reporting

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
- Two years of experience with nonprofit grant writing and foundation relations management
- 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
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills and attention to detail
- Knowledge and familiarity with research techniques for fundraising prospect research
- 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

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
- Some evening and weekend meetings/events as needed
- Other tasks as assigned by Director of Development

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.