

## JOB DESCRIPTION

<b>Position Title:</b> Development & Outreach Manager	<b>Reports To:</b> Regional Chief Executive Officer
<b>Location:</b> Southern Lake Michigan Region – South Bend, Elkhart, Niles	<b>Wage:</b> Full-Time; \$36,500 annual salary

### POSITION PURPOSE

This position is responsible for the day-to-day fund development operations and community outreach initiatives for Big Brothers Big Sisters Southern Lake Michigan Region, including donor acquisition, annual giving programs, corporate and foundation giving, grant research and implementation, and planned giving. Additionally, this position will assist in event coordination and fundraising events (Bowl for Kids' Sake, Golf Outings, Galas), as well as develop partnership programs with local organizations to cultivate new fundraising avenues.

Additionally, this position is also responsible for community engagement and outreach initiatives, including public speaking engagements, attending community events, meeting with community and civic organizations, and representing BBBS-SLMR in a professional and positive manner with the media across the SLMR region.

### DUTIES AND RESPONSIBILITIES

Help manage the plan for identifying, qualifying, cultivating, soliciting, and stewarding individual, foundation, and corporate potential donors.

Provide support for agency volunteer recruitment strategy, including public speaking presentations to community organizations and companies; service fairs; and e-media strategies.

Manage all mass appeal activities: planning and implementing direct mail campaigns to local donors; volunteer staff campaign; and other campaigns as appropriate. Coordinate mail activities, screening, and researching promising prospects.

Develop and update (as needed) an inventory of master proposals for core program areas; create and send all lower-level corporate and foundation proposals.

Provide infrastructure support for major gifts program, as needed: tracking donor ratings and managers; running and/or interpreting reports on progress toward goals; and other support as needed by CEO.

Developing a baseline stewardship program for all donors as well as an inventory of tailored, "high touch," stewardship opportunities to development staff for use with leadership and major donors.

Provide support with fundraising events and marketing/communication strategies, including securing corporate event sponsorships, providing donor support at events, and attending special partnership events as needed.

South Bend Office  
218 W Washington St  
South Bend, IN 46601

Elkhart Office  
3320 Elkhart Rd  
Goshen, IN 46526

Niles Office  
19 South 18th Street  
Niles, Michigan 46120

Valparaiso Office  
610 E Glendale Blvd  
Valparaiso, IN 46383

Participate in staff meetings, agency program events, fundraising events, and other training activities as required by the CEO.
All other duties as assigned.

<b>EDUCATION &amp; RELATED WORK EXPERIENCE</b>
<b>Education Level</b>
Minimum Bachelors degree in communications, marketing, event management, sales, or related field.
<b>Years of Related Work Experience</b>
3-5 years of fund development experience, event planning, or transferable skills. Knowledge of graphic design and marketing production materials a plus.

<b>SKILLS AND KNOWLEDGE</b>
Proficiency in Microsoft Office, including: Word; Outlook; PowerPoint; and Excel.
Proven track record of accuracy and attention to detail.
Excellent communication skills: the ability to listen and hear others.
Ability to creatively express ideas clearly and concisely, both orally and in writing.
Ability to develop appropriate donor & volunteer relationships with Agency.
Ability to present programs to groups.
Ability to maintain confidentiality throughout daily operations.
Ability to effectively collaborate with staff and event committee members.
Ability to use time effectively.
Detail-orientated problem solving skills.
Ability to collect meaningful data and draw solid conclusions.
An articulated belief in the mission of BBBS.
Knowledge of not-for-profit administration helpful.
Team player able to maintain a positive attitude while working under pressure.
Capable of leaving good impressions when promoting the Agency.

<b>TRAVEL REQUIREMENTS</b>
Must be able to travel between three office locations (Niles, Elkhart, South Bend) and must be able to travel to all presentations, community events, and companies as directed. Must have car, valid driver's license, and meet state required automobile insurance minimums.

<b>WORK ENVIRONMENT/PHYSICAL REQUIREMENTS</b>
Required to work at Agency. Flexible work hours and ability to travel to meet job requirements.

### ***Equal Employment Opportunity***

BBBSA provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

### ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

### ***Job Responsibilities***

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSA may change the specific job duties with or without prior notice based on the needs of the organization.