



**JOB TITLE:** Development Manager  
**REPORT TO:** Executive Director  
**JOB CLASSIFICATION:** Full-time, Exempt

---

**Job Summary:**

Creates and implements overall development strategy and activities needed to fund STREETS Ministries, including individual giving, corporate and church support, grants and events; collaborates closely with Executive Director to implement strategy; advises and engages Board of Directors on implementation of development plans. Supervises the Communications and Volunteer Coordinator in all duties to connect Streets Ministries with the community through effective communications and a thriving volunteer program.

**Major Duties/Critical Tasks:**

**Development Strategy and Execution**

- Develop and implement the overall strategy for STREETS' annual fundraising efforts.
- Maintain donor and financial records using STREETS' database and accounting standards.
- Manage development budgets, including monitoring revenue and expenses and providing forecasts and projections.
- Spearhead STREETS' grant funding efforts, in collaboration with the Executive Director; includes identifying grants for which to apply, writing grants and completing necessary reporting to grantors.
- Prospect and steward corporations and civic groups for sponsorships, donations and other support.
- Design and implement tactics for acquiring and prospecting individual giving, including monthly giving and annual giving.
- Provide support for various fundraising projects/initiatives assigned by the Executive Director.

**Board Development**

- Identify, recruit and train Board members to participate in solicitation and other fundraising activities.
- Serve as staff liaison to the finance/development committee of the Board.

**Marketing and Public Relations**

- Increase visibility of STREETS development activities and maintain good brand awareness through STREETS' website and social media.
- Coordinate the design and development of materials used in the promotion of fundraising and mission awareness, including press releases, mailings, digital content (web, email, social), etc.

**Strategic Planning**

- Research, identify and analyze agency, corporate, individual and foundation donor base with recommended solicitations and stewarding strategies.
- Prepare and present for approval proposals for corporate and foundation support of STREETS, using current cultivation and solicitations materials.
- Ensure the evaluation of the development activities and identify opportunities to improve results.

**Relationships**

- Maintain oral and written contact with the Executive Director, Board of Directors, staff peers, and volunteers for the purpose of exchanging information, providing progress reports regarding activities and planned programs, and coordinating events; importantly, must be ready to take on tasks as needed by the direction of the Executive Director.
- Maintain oral and written contact with other agencies, business leaders, community groups and churches for the purpose of promoting the STREETS brand, increasing awareness and fundraising.

## **Requirements**

- Bachelor's degree from an accredited college or university and minimum of three years of work experience in development and/or marketing.
- Knowledge of fundraising techniques and sources of funding for non-profit agencies and organizations.
- Knowledge of the principles and practices of non-profit organizations, youth development services and/or ministries preferred.
- Ability to organize and coordinate fundraising operations.
- Strong oral and written communication skills.
- Ability to establish and maintain effective working relations with staff, Board members, volunteers, community groups, and other related agencies.
- Results oriented with a strong passion for accomplishing goals.
- Computer skills: Word, Excel, PowerPoint, and Outlook. Adobe Photoshop, InDesign and Illustrator, and Salesforce are a plus.
- Must be available to work nights and weekends, as needed.

## **Minimum Requirements**

- Must possess a passion for the mission of STREETS Ministries.
- Maintain the highest moral integrity in personal and professional life.
- Agree to STREETS Ministries' Statement of Faith.
- Must legally reside in the United States and pass a background check.
- Travel requirements: local events as needed and to all STREETS sites.
- Office-oriented work, internally.
- Position may require occasional lifting of objects 10 to 25 pounds.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.