



TITLE: Development Operations & Events Manager

DEPARTMENT: Development

REPORTS TO: Director of Development

PRIMARY FUNCTION

The Development Operations & Events Manager is an integral member of the fundraising leadership team and is responsible for managing internal systems and processes to support a growing, donor-centric fundraising department. Reporting to the Development Director, the position will manage Development Operations to ensure effective execution of the organization's annual fundraising plan. This position has a key role in supporting individual and corporate fundraising and special events.

Responsibilities include, but are not limited to, event management, database management, donor tracking and reporting processes. The ideal candidate will have a proven track record of supporting departmental efficiency and growth. Excellent organizational, analytical and communication skills with proficiency in eTapestry, Kindest, and Google Suite.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

Event Management

30%

- Lead the back-end administration of the Event Management software, including sponsorships, auction items, in kind donations, acknowledgements and invoices.
- Serve as the point of contact for event guest relations, sponsorships, ticket sales, auction solicitation and procurement, RSVPs.
- Support the Development Director in managing key vendors and event logistics.
- Support the Development Director in strategic seating arrangements at the event.
- Support the Development Director in development of the Run of Show.
- Extract relevant reports to support fundraising strategy at the event, including but not limited to donor history, past attendees.
- Support the Development Director in managing event production timeline.
- Manage small fundraising events hosted by others or Board Members.

Annual Campaigns

20%

- Partner with the Development Director and provide support for three annual fundraising appeals.
- Support Marketing Manager with printing and mailing logistics as needed.

Development and Data Administration

25%

- Manage thorough, timely and accurate gift processing in eTapestry, ensuring gifts are coded accurately, gift acknowledgement letters are timely, soft credits and solicitor credit are applied correctly.
- Collaborate with the finance and Development Director to ensure all donor and gift data is accurately processed and the gift acknowledgment process is consistently implemented, accurate, and timely.

- Compile monthly and year end gift detail (revenue report) and fundraising progress dashboard.
- Generate quarterly LYBUNT and SYBUNT reports and support engagement strategy of LYBUNTS and SYBUNTS.
- Perform monthly donor reconciliation with the finance department.
- Support Development Director in Foundation and Government grant tracking.
- Produce scheduled and ad hoc reports for the Development department to monitor and strengthen performance and functioning. Enhance analysis of donor and volunteer data to facilitate the implementation of more targeted outreach and relationship-building strategies.

DESIRED OUTCOMES

- Event productions are successful in terms of meeting development goals and engaging new community members
- Annual Fundraising campaigns are implemented on-time
- Gift are processed, reconciled accurately and in a timely manner
- Development database is well-managed and Development Team coordination to solicit and acknowledge gifts is efficient

QUALIFICATIONS AND SKILLS/ KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university
- Minimum 2-3 years of work experience with 1 year working for a nonprofit organization
- Interest in nonprofit fundraising and youth development organizations
- Excellent interpersonal, verbal and written communication skills
- Proficient computer skills; including knowledge of G-Suite, Microsoft Office, databases, and fundraising software. Familiarity with ETapestry and other CRM preferred
- Adobe Suite experience is a plus
- Skilled collaborator and motivated team player
- Demonstrated ability to think strategically and implement new initiatives to increase efficiencies and effectiveness within a team
- Project management experience and ability to manage competing priorities

COMPENSATION: \$33-\$38/hour DOE

HOURS: 30 hours per week with benefits

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This job description is not meant to be all-inclusive. This job description is not a written or implied contract.