



Manager, Development

Organizational Overview

Southface is a nonprofit environmental organization promoting sustainable homes, workplaces and communities through education, research, advocacy and technical assistance. We envision a regenerative economy, responsible resource use, equity and a healthy built environment for all.

Position Overview

The Development Manager provides oversight and direction for fundraising and marketing efforts to benefit the organization overall, as well as program-related efforts. Responsibilities for the position include but are not limited to:

- Oversee the organization's development program, including membership, sponsorship and special events
- Develop fundraising strategies and campaigns to support the programs of the organization
- Manage and coordinate all aspects of annual giving, major gifts and capital campaign including pipelines, prospect tracking, strategy and task assignment
- Maintain and cultivate relationships with major funders, board members and clients
- Supervise donor database management and analysis
- Collaborate with the Communications Manager to develop tools and publications to support fundraising activities
- Supervise, coach and inspire development team
- Provide bi-monthly development reports regarding fundraising goals and initiatives to the Board of Directors

Qualifications

The successful applicant for the position will meet the following requirements:

- Five years' experience at a management level in fundraising, event management and marketing; experience with a membership organization a plus
- Demonstrated ability to identify, cultivate and solicit individual donors, corporations and foundations
- Proven experience managing people and budgets
- Excellent organizational, analytical and interpersonal skills
- Exceptional written and verbal communication skills
- Excellent knowledge of MS Office and online databases; Salesforce experience a plus
- Diplomatic and confident; able to maintain good relationships with donors
- Team player who is motivated by the mission of Southface, and has the character, integrity and service orientation to represent the organization

Physical Requirements

Normal office setting on most days.

Benefits

Southface offers competitive health and benefits:

- Salary commensurate with experience
- 15 paid vacation days annually
- 10 paid holidays annually
- 8 paid sick days annually
- Excellent medical insurance benefits
- 403(b) retirement plan with company match
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

Hours of Work

Monday through Friday, 8:30 a.m. to 5:30 p.m. with flexible options. Occasional weekend or evening hours.

Salary and Application Process

Respond with a cover letter and resume to careers@southface.org with “Development Manager” in the subject line. **Please, no telephone inquiries.**

Pre-employment background checks are conducted on final candidates.
Southface is an Equal Opportunity Employer.