

## Development Manager Job Description

JOB TITLE: Development Manager

JOB TYPE: Full-time, exempt

COMPENSATION: Salary commensurate with experience

REPORTS TO: Executive Director

SUPERVISES: Volunteers and interns

**JOB SUMMARY:** The Development Manager is responsible for facilitating Board and staff in building strong relationships within the funding community and manages the organization's fundraising program, garnering programmatic and general operating support from individuals, corporations, foundations and government agencies, through grantwriting, the annual fund, special events, sponsorships and major gifts. S/he works closely with the Artistic and Executive Directors, members of the Development Committee and Board of Directors to sustain current fundraising levels and develop strategies to broaden financial support of Musiqa and its mission.

Under the supervision of the Executive Director, the responsibilities include but are not limited to the following tasks:

1. **FUNDRAISING** – Develop and implement the annual development plan in partnership with the Executive Director. Write grants, fundraising letters and appeals; maintain regular correspondence with corporations, foundations, donors, and board members; oversee mailings. Engage in research to identify new corporate, individual, and foundation prospects. Work with staff and boards to develop and organize program related donor campaigns.
2. **DONOR INFORMATION** – Update, maintain and grow Musiqa's funding database. Analyze giving trends and progress towards goals.
3. **MAJOR GIFTS/DONOR SUPPORT** - Coordinate and implement donor recognition program. Cultivate and nurture relationships with current and potential corporate, individual, foundation and government funders. Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivate donors by producing specialized correspondence; preparing letters of acknowledgment, scheduling and attending in-person visits. Work with board members to develop and achieve individual fundraising goals/capacity.
4. **EVENT PLANNING** – Plan and execute two benefits per year and smaller cultivation events throughout the year. Support development and benefit host committees.
5. **COMMUNICATION** – Manage development communications. Write, edit and publish newsletters, social media and blog posts.

### **Qualifications:**

- Bachelor's degree required. Master's degree a plus.
- 2-5 years nonprofit development or sales experience, preferably with grant writing, corporate and individual donor fundraising experience.
- Excellent oral and written communications, including relationship building and individual/group presentation skills. Customer service orientation a plus.
- Able to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Proactive, positive and entrepreneurial mindset, able to multi-task, work under deadline, and

- follow through on tasks and projects in a fast-paced environment.
- Excellent interpersonal skills with the ability to be flexible and work effectively and professionally in a creative, changing office setting.
  - Team player, able to work independently and together to achieve common goals.
  - Understanding of all components of a diversified non-profit funding base.
  - Savvy social media user. Knowledge of social fundraising tactics, technology and tools a plus.
  - Good computer and website editing skills. Knowledge of HTML a plus.
  - Knowledge of donor database programs.
  - S/he will exercise good judgment.
  - Ability to work evenings and weekends.

Please email a resume and cover letter to [jobs@musiqahouston.org](mailto:jobs@musiqahouston.org). Position open until filled.

[www.musiqahouston.org](http://www.musiqahouston.org)

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