

Fund Development Manager Job Description



Agency Overview:

thread assists families in finding affordable, high-quality quality child care that meets their needs. We provide professional development, technical assistance, and financial support to early childhood educators and programs to ensure they are preparing children for lifelong success. By collaborating with communities and businesses, we work to achieve positive outcomes for families and young children through increased access to affordable, high-quality child care. We undertake research and advocate for child care policies. This work is guided by our core values of empowerment, access, child care professionalism, children's rights, and entrepreneurial incubator.

Specific Responsibilities:

thread's mission is to advance the quality of early education and child development by empowering parents, educating childcare professionals, and collaborating with our communities. The Fund Development Manager is at the forefront of building a unique culture of philanthropy and leading diverse fund development efforts. This position is focused on individual, corporate, private, and foundation donor strategies, all aimed at increasing funding and support to advance our mission.

1. Collaborate with the CEO, Board, and Fund Development Committee to plan **thread's** fund development goals and programs.
2. Foster a culture of philanthropy by leading staff, board, and volunteers in fund development and communication activities to advance **thread's** mission. This includes developing, implementing, and monitoring strategies to source contributions from a diverse set of sources including individuals, corporations, foundations, government, etc.
3. Establish performance measures and monitor results to refine and improve fund development strategies.
4. Lead donor stewardship by cultivating and nurturing relationships with key corporate and individual donors. Align donor interests with agency goals and needs through regular communication. Keep donors informed, engaged, and valued by acknowledging, recognizing, and reporting to maintain and cultivate support.
5. Ensure compliance with all relevant regulations, maintain accountability standards for donors, and adhere to the code of ethical principles and standards of professional conduct for fundraising executives.
6. Plan and execute regularly scheduled fundraising campaigns tailored to the target audience through collaboration with the Marketing/Communications team to create promotional materials and fund development messages. These have included:
 - Spring annual giving campaign and Spring awards sponsorships
 - Fall/Winter Pick.Click.Give campaign
 - Anniversary celebration campaign
 - Biannual Child Care Economic Impact Summit sponsorships and aligned fundraiser
 - Targeted business strategy/goal campaigns
 - Endowment/legacy giving campaign
7. Responsible for managing and maintaining **thread's** donor database through regular data entry, maintenance, updating, creating, and running reports to analyze data, metrics, and related information.
8. Ensure data integrity and quality of information from when data and metrics are sourced.

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9. Monthly reconciliations with the Finance Department. Year-end fundraising documentation audit support and participation of Form 990 reconciliation of fundraising and events activities.
10. Other duties as assigned.

Qualifications:

1. Minimum of 5 years of professional experience in nonprofit organizations (and/or transferable expertise, such as volunteering), including demonstrated success in increasing responsibility in a development or advancement function required.
2. Bachelor's in business administration or social sciences preferred.
3. Experience managing and forging relationships with multiple donor sources and cultivating new donor relationships.
4. Prior experience with grant management is required.
5. Office and database programs experience required.
6. Current driver's license required.

Key Competencies:

1. Knowledge of best practices, trends, and tools in Fund Development leveraged to organize and implement fund development campaigns.
2. Ability to construct, articulate, and implement annual strategic development plans.
3. Strong interpersonal and leadership skills required for professional communication- verbal and written communication
4. Adhere to the Association of Fundraising Professionals Code of Ethics.
5. Ability to communicate effectively with diverse partners, volunteers, staff, and community members, cultivating long-term donor relationships.
6. Strong organizational skills used in planning and meeting deadlines while managing multiple tasks and projects simultaneously.
7. Technical writing with experience in grant writing.
8. Office and database program experience. Customer Relationship Management (CRM) databases (such as Salesforce), donor software, Microsoft Word, Excel, Access, PowerPoint, and Outlook.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, other hours as required.

Location: Alaska - Statewide

Position Type: Part-time, 30-32 hours/week

Classification: Exempt, Permanent

Supervisor: CEO

Supervises: None

Compensation: \$60,000-\$72,000 annual salary (0.80 FTE)

Full Time Benefits: Depending on hours, these benefits will be prorated. 20 days of PTO (starting), 14 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes to HSA), Dental, Vision and Life. All premiums covered 100% for full time employee's health, dental, vision and life. Free **thread** services.