

POSITION TITLE: Development Manager

REPORTS TO: Executive Director

**SUMMARY OF POSITION:** The Development Manager of Dress for Success Charlotte is responsible for working with the Executive Director and Board of Directors on all development efforts, including public relations and marketing, leading to the sustainability of the organization.  The position will assist in the development, execution, and monitoring of the organization's annual and long-range fundraising goals and will participate in the continuous update, evaluation and analysis of the plan.

**PROGRAM DESCRIPTION:**  Dress for Success Charlotte provides job preparedness, job acquisition, employment retention and career advancement services to no and low-income women seeking employment as a means to achieve economic independence and strengthen their families. .

**KEY DUTIES AND RESPONSIBILITIES:**

**Annual Events**

* Work with the Executive Director, Board of Directors and special event committees to plan, organize, and execute annual fundraising events, including: The Football Finale, The Stiletto Swagger, and The Ultimate Power Lunch
	+ Participate in the identification and recruitment of individuals and sponsors for these events
	+ Support the event committees and its members to ensure information is provided in a timely manner and in an effort to leverage and maximize all available resources
* Track and report on progress toward special event goals
* Perform all necessary follow-up functions

**Donor Relations**

* Input, manage and utilize donor data through donor management software
* Track and analyze donor activities and make recommendations to improve effectiveness
* Ensure consistent and timely donor acknowledgement and recognition
* Provide post event and sponsorship information to the Executive Director for Board donor recognition activities
* Ensure compliance with donor recognition policies
* Ensure proper tracking and response to donations via automated records of donors, prospects, donations, pledges, etc.
* Manage acknowledgement/publicity for grants
* Coordinate volunteer and donor cultivation and recognition activities

**Public Relations and Marketing**

* Increase/enhance branding and awareness of Dress for Success Charlotte via all vehicles of communication, including traditional and social media, newsletter, and website
* Develop public relations materials such as press releases, brochures, presentation scripts, and talking points for speaking engagements
* Develop and produce event materials as needed
* Represent the organization at various events, including speaking engagements

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**External Events**

* Follow-up with individuals and companies interested in coordinating or hosting external or third-party events to benefit Dress for Success Charlotte
* Maintain efficient record keeping systems, including databases
* Review event promotional materials to ensure they meet Dress for Success Standards of Accountability

**Other**

* Identify and research prospects for general support and special projects funding
* Perform other duties as assigned.

**Required Qualifications:**

* Minimum 5 years successful fundraising and/or public relations and marketing experience
* Excellent verbal, written, and interpersonal communication skills
* Excellent Relationship Management Skills
* Computer skills, including proficiency in Microsoft Office including Outlook, Word, Excel, PowerPoint, Constant Contact. CRM management experience desired.
* Experience marketing, events and non-profit communications
* Ability to work independently and manage multiple projects simultaneously
* Strong professional ethics which include: approaching others in a tactful manner; reacting well under pressure; treating others with respect and consideration; client confidentiality

**Physical Demands and Working Conditions:**

This position requires occasional lifting up to 25 lbs. Must be able to work flexible hours including evenings and weekends.

The above job description is intended to describe the general nature and level of work being performed by the individual assigned to the position. It is not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Dress for Success Charlotte reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the organization.

Interested candidates should send their resumes to charlotte@dressforsuccess.org Please, no phone calls.