

**CARE of Southeastern Michigan**  
**Fund Development Manager Job Posting**

CARE of Southeastern Michigan is seeking a full-time Fund Development Manager. This position is the first full-time fund development position at the agency. The person in this position will be responsible for the development and implementation of a new fundraising plan.

A summary of job responsibilities includes:

- Development of fund development goals, with the President/CEO
- Develops and coordinates fundraising program including donor identification, cultivation, and stewardship
- Relationship building with foundations, business, donors, and community leaders
- Directly solicit cash donations, in-kind contributions, planned gifts, and service donations
- Coordination of fundraising events, including annual tea and luncheon
- Active participation on the agency's management team

Qualifications include:

- Bachelor's degree in administration or related field
- A minimum of three years of experience in the fund development field
- Experience in grant writing is preferred
- Experience in Microsoft Office is required
- Experience with Gift Works is preferred
- Excellent verbal and written communication skills

For a detailed job description please visit <http://www.careofsem.com/joinourteam.html>.

Cover letters and resumes should be submitted to [employment@careofsem.com](mailto:employment@careofsem.com).

Writing samples will be required at the time of the interview.

## **Summary**

The Fund Development Manager is responsible for the agency's fundraising strategy, including the development of goals and activities. Ensures the completion of all fundraising goals.

## **Essential Duties & Responsibilities**

Develops, with the President/CEO, the fund development strategy/plan for CARE of Southeastern Michigan and is responsible for leading the implementation of the plan.

- Develops fund development goals, with the President/CEO
- Ensures all fundraising goals are met
- Assists in the development of fundraising policies and procedures
- Oversees the development of fundraising material, such as case statements, publications, and mailings
- Develops and coordinates fundraising program, including donor identification, cultivation, and stewardship
- On-going communication with current and potential donors
- Oversees solicitation of sponsorships and directly solicits sponsorships
- Directly solicits cash donations, in-kind donations, planned gifts, and donated services
- Develops new fundraising programs and activities
- Builds relationships with foundations, businesses, donors, and other community leaders
- Researches new grant opportunities
- Prepares grants and proposals as needed
- Coordinates all fundraising events, including, but not limited to, the annual tea and luncheon and cultivation events
- Supports Friends of CARE (volunteer fundraising committee)
- Maintains accurate records and files for fundraising activities
- Actively participates in management team, with regard to fundraising goals and new program
- Assists with social media, including the facilitation of online giving campaigns
- Assists with communication strategy for the agency
- Other duties as assigned

## **Qualifications**

Bachelor's degree in administration, public relations, or related field. A minimum of three years of experience in the fund development field. Experience in non-profit fundraising, communications, public relations, and special event planning required. Grant experience preferred. Familiarity with the Association of Fundraising Professional's Code of Ethics and Standards.

## **Required Skills**

Excellent communication skills, both written and verbal. Ability to work with a variety of people such as donors, business leaders, and community leaders. Leadership skills. Ability to multi-task. Strong computer skills including Microsoft Office. Experience with Gift Works is preferred. Experience with social media is preferred. Maintains confidentiality of donors and prospects.

Strong belief in family centered practice.

## **Supervisory Responsibilities**

Does not supervise staff. Supervises volunteers

## **Physical Demands**

Ability to lift and transport materials/supplies to health fairs, presentations and/or other public forums.

## **Equipment Used**

Computer, Copier/Fax/Printer, Multi-line Telephone System, Portable Projector.

**Work Environment**

Flexible Hours including some weekends, evenings and holidays. Travel required. Does not transport clients.