

DEVELOPMENT MANAGER

Job Description

OVERVIEW & IMPACT

We are seeking an energetic, dedicated and self-starting Development Manager to oversee all aspects of Three Dollar Bill Cinema's contributed revenue, including: sponsorships, membership, and general fundraising. This person will work closely with the Managing Director and Board to build and implement an annual development plan consistent with Three Dollar Bill Cinema's strategic goals that supports the organization's vision and mission.

DUTIES & RESPONSIBILITIES

Sponsorships, Grants, Membership, and General Fundraising

- meet/exceed the organization's fundraising goals
- create/maintain relationships with donors, members, sponsors, and prospects; develop and deepen relationships and secure ongoing financial support for the organization
- plan/organize development events and membership growth campaigns throughout the year to attract and retain support from members, served communities, and businesses
- leverage/optimize the use of the DonorPerfect (or equivalent) and other tools for tracking major donor information, donor encounters, prospect plans, and renewal timelines
- manage all aspects of fundraising campaigns, activation, tracking, reporting, and acknowledgements in a timely manner
- write proposals, ask letters, marketing and fundraising content in support of sponsorships, and member/donor (and potential donor) procurement
- be a positive team player and resource in all fundraising activities when working with all fellow employees, board members, interns, and volunteers
- create and implement fundraising events throughout the year
- support the Managing Director with grant applications, when applicable

Development Admin

- serve as the lead of the Development Committee, including board members, interns, and organization volunteers
- attend weekly Development Committee meetings, foster teamwork, and a culture of philanthropy throughout the organization
- be an engaging, positive presence at Three Dollar Bill Cinema programs and events, stewarding community members and donors of all levels
- ensure donors, members, and sponsors have a positive experience and receive personal, timely communication
- maintain an accurate, organized database in DonorPerfect and assist the organization in migrating data to a new platform during 2023
- gift processing and acknowledgement; maintaining quick turnaround from date of gift and date of thank you letter
- support in procuring items for events including: auctions, membership drives, festival events, and other events as devised

- directly manage and mentor Development interns, contractors, and volunteers
- act as a resource to fellow employees, interns, contractors, and volunteers, as needed
- other duties as assigned by the Managing Director

QUALIFICATIONS

- 2-5+ years of fundraising experience, including corporate sponsorships
- experience with virtual and innovative fundraising initiatives and events
- demonstrated success in meeting fundraising goals
- experience with and comfort in making in-person asks
- passion for building and maintaining relationships with individual and corporate donors
- understanding of and interest in supporting the queer community
- outstanding verbal and written communication skills
- strong self-motivation, organization, and time management
- demonstrated ability to work with staff, board, and volunteers
- solid computer skills, including proficiency with Google products and experience using a CRM database to manage donor relationships, currently DonorPerfect
- a desirer to know, appreciate, and champion our programs, mission, and community
- flexibility, enthusiasm, genuine interest in people, and a sense of humor
- connection to the queer community and comfortable working with queer people
- comfortable with team management, supervision, and decision-making
- flexible and accessible with regard to working at all levels of the organization
- good organizational/leadership skills, persistence, self-confidence, and follow-through
- excellent written and oral communication skills
- committed to working with people of varying socioeconomic backgrounds, sexual orientations, and racial diversity
- committed to outreach to large companies and businesses that can benefit the organization, regardless of personal philosophies (when applicable)

REPORTING RELATIONSHIP

Reports to the Managing Director, and reports to the Board at monthly meetings

COMPENSATION

This role will begin as a 90-day contract-to-hire position based on a \$50,000 per year salary. At the end of the 90-day probationary term, performance will be evaluated, and the goal is to convert the position to full-time status with benefits and bonus eligibility based on performance.

Three Dollar Bill Cinema is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender and sexual identities, and persons living with disabilities, to apply to become part of our organization.