

Duet | Development Manager

Position Description

Last Updated:	June 20, 2022
Title:	Development Manager
Supervisor:	Director of Development
Position Description & Scope of Work:	The Development Manager (DM) is a full-time (40 hours per week), benefit eligible position that manages a variety of development responsibilities including but not limited to moves management of individual, corporate, and congregational donors and prospects, planning and execution of both cultivation and fundraising events, database (Raiser’s Edge) management, and administrative assistance to the Executive Director and Director of Development as needed pertaining to Development related items. The ideal candidate for this position will enjoy and be effective at carrying out both forward-facing fundraising activities as well as in-office administrative functions. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.
Salary Range:	\$23.00-\$24.50 per hour; non-exempt/hourly
Key Responsibilities:	<ol style="list-style-type: none"> 1. As the event lead, manage various aspects of small to mid-size cultivation and fundraising events as well as one large annual signature fundraising event including budgets, timelines, logistics, volunteers, and sponsorship. 2. Manage a portfolio of up to 100 individual, corporate, and congregational donors and prospects through all stages of moves management. Meet or exceed metrics as agreed upon with the Development Director. 3. Cultivate volunteers to become donors in an effort to secure first-time and ongoing gifts. 4. Along with the Director of Development, secure and renew Vision Society Pledges and maintain active engagement with Legacy Circle members. 5. Collaborate with all departments to ensure that communication and solicitation efforts are not being duplicated with our individual, corporate, and congregational volunteers, donors, and prospects. 6. Serve on the Fund Development Committee by attending meetings, contributing to discussions, taking notes, and assisting with meeting follow up items. 7. Join and regularly attend/participate in at least one outside networking group agreed upon with the Director of Development. 8. Conduct presentations on behalf of the organization. 9. Serve as a subject matter expert for database (Raiser’s Edge) by managing data entry, reporting, and external communication generated through the database. This will require achieving proficiency in both Raiser’s Edge NXT as well as the Raiser’s Edge database through significant online training (if not already proficient with these items).

	<p>10. Cross-train for Development Coordinator role including but not limited to administrative and database management functions to serve as back-up support in times of need.</p> <p>11. Maintain organizational brand and uphold Duet’s inclusion, diversity, equity, and accessibility principles in all internal and external communications pertaining to Development</p> <p>12. Provide support at outreach events as needed.</p> <p>13. Promote a culture of philanthropy throughout Duet.</p> <p>14. Carry out additional duties/initiatives as assigned.</p>
Highest Priority Personal Attributes	<ul style="list-style-type: none"> ▪ Excellent interpersonal, verbal, and written communication skills are required. ▪ Self-motivated, outgoing, and able to effectively share Duet’s mission, work, and needs to supporters and prospects. ▪ An effective story teller; comfortable with all aspects of moves management including “making the ask.” ▪ Able to effectively speak in front of diverse audiences. ▪ Able to effectively network and connect with others. ▪ Professional representative of agency image. ▪ Flexible, reliable, and trustworthy. ▪ Enjoy working individually and as a team. ▪ Passionate about Duet’s mission.
Qualifications:	<ul style="list-style-type: none"> ▪ Bachelor’s degree in related field, three to five years professional experience in development/fundraising, outside sales, event planning, or other related field, or equivalent combination of education and professional experience. ▪ Proficiency in MS Office Applications. ▪ Advanced experience with Raiser’s Edge or similar preferred. ▪ Ability to work some evenings and weekends as required. ▪ Ability to lift up to 30lbs. ▪ Valid driver’s license and ability to travel within Maricopa County.
Benefits:	<ul style="list-style-type: none"> ▪ Flexible work environment ▪ Health and life insurance ▪ Retirement plan contributions ▪ Vacation, sick, personal, and holiday time off
About Duet:	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p>
Work Location:	<p>10000 North 31st Avenue, Suite D200 Phoenix, Arizona 85051</p>
How to Apply:	<p>Please mail or e-mail resume with cover letter to: Jennifer K. Kabrud, MNps, Director of Development Duet: Partners In Health & Aging 10000 North 31st Avenue, Suite D200, Phoenix, Arizona 85051 kabrud@duetaz.org</p>