

Duet | Development Manager

Position Description

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| Last Updated: | March 19, 2024 |
| Title: | Development Manager |
| Supervisor: | Director of Development |
| Position Description & Scope of Work: | The Development Manager 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 and corporate donors and prospects, planning and execution of both cultivation and fundraising events, and administrative assistance to the Executive Director and Director of Development as needed pertaining to development-related items. The ideal candidate will enjoy and be effective at carrying out forward-facing fundraising activities and in-office administrative functions. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values. |
| 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 securing corporate sponsorships, managing volunteers, and preparing budgets, timelines, and logistics. 2. Manage a portfolio of up to 75 individual and corporate donors and prospects through all stages of moves management. Meet or exceed metrics as agreed upon with the Director of Development. 3. Cultivate volunteers to become donors to secure first-time and ongoing gifts. 4. Collaborate with all work teams to ensure that communication and solicitation efforts are not being duplicated with Duet's individual, corporate, and congregational volunteers, donors, and prospects. 5. Serve on the Special Event Committee by attending meetings, contributing to discussions, taking notes, and assisting with meeting follow-up items. 6. Join and regularly attend/participate in at least one outside networking group agreed upon with the Director of Development. 7. Conduct presentations on behalf of the organization. 8. Achieve proficiency in both Raiser's Edge NXT as well as the Raiser's Edge database, to manage portfolios, pull reports/queries, and create acknowledgement letters, if not already proficient with these items. 9. Maintain organizational brand and uphold Duet's inclusion, diversity, equity, and accessibility principles in all internal and external communications. 10. Provide support at outreach events as needed. 11. Promote a culture of philanthropy throughout Duet. 12. Carry out additional duties/initiatives as assigned. |
| Highest Priority Personal Attributes | <ul style="list-style-type: none"> ▪ Excellent interpersonal, verbal, and written communication skills ▪ Strong organizational and time management skills, with the ability to multitask and prioritize competing demands effectively |

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| | <ul style="list-style-type: none"> ▪ Self-motivated, outgoing, and able to effectively share Duet’s mission, work, and needs to supporters and prospects ▪ An effective storyteller; 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 ▪ Commitment to Duet’s mission, vision, and guiding principles |
| 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 30 lbs ▪ Valid Level One Fingerprint Clearance card or ability to obtain one ▪ 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, and grandfamilies.</p> <p>Our vision is a community where every person ages with compassion, dignity, and hope.</p> <p>Duet is an inclusive, diverse, equitable, and accessible organization. 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: | 10000 North 31 st Avenue, Suite D200 Phoenix, Arizona 85051 |
| How to Apply: | Please mail or e-mail resume with cover letter to: Jennifer K. Kabrud, MNpS, Director of Development Duet: Partners In Health & Aging 10000 North 31 st Avenue, Suite D200, Phoenix, Arizona 85051 kabrud@duetaz.org |