



Development Manager – Deliverables/Job Description

1. The title for this contract position is Development Manager for Influence the Choice. For the purposes of the federal Drug Free Community grant ONLY, the title of this position is Sustainability Manager.
2. The Development Manager is a part-time position responsible for planning, organizing, and directing Influence the Choice fundraising including: major gifts program, appeals, grant writing, and special events. The Development Manager works closely with the Director, Board of Directors and volunteers in all development and fundraising endeavors.
3. **Qualifications**
 - Fully embrace the Influence the Choice mission of reducing and preventing youth substance abuse, and raising awareness of youth mental health needs
 - Strong communication and writing skills
 - Knowledgeable in fundraising techniques, especially major gift fundraising
 - Comfortable building relationships with donors and community members
 - Self-starter and goal driven to initiate donor visits and fundraising calls
 - Organized and detail-oriented
 - Optimal three to five years of experience in professional fundraising
 - Experience with youth substance abuse prevention or youth mental health awareness activities preferred but not required
 - Support the infusion of diversity, inclusion and equity lens through all Influence the Choice activities
4. **Job Responsibilities**
 - Meet prospective donors on a continual basis to establish relationships.
 - Grow a major gifts program including identification, cultivation, solicitation and stewardship of major donors.
 - Oversee grant seeking including research, proposal writing, and reporting requirements.
 - Direct the annual appeal.
 - Coordinate fundraising events.
 - Initiate a Fundraising Committee and staff regular meetings of this group
 - Oversee database and tracking systems.
 - Oversee creation of publications to support fundraising activities.
 - Perform other related duties as requested.
5. **Compensation:** This is a contract position compensated, dependent upon experience, between \$25 to \$28 an hour for an average of 18 hours a week for an approximate cap of \$25,000 per year. No benefits are provided. A laptop and printer will be provided. Travel and related expenses will be reimbursed.
6. **Application:** Send a letter of interest and resume to execdir@influencethechoice.org by September 25, 2021.
7. More Information: <https://www.influencethechoice.org/>