POSITION DESCRIPTION
DEVELOPMENT MANAGER

ORGANIZATION PROFILE
Founded in 1983, The Wooden Floor is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through national licensed partners, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. 100 percent of students who graduate from The Wooden Floor immediately enroll in higher education. Our students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

In 2016, The Wooden Floor launched a four-year, $27.2 Million Comprehensive Campaign (2016-2020), Lift: The Campaign for The Wooden Floor. Significant funding is being raised comprehensively for the following three strategic initiatives: 1) Growth and excellence of existing programs, 2) Extension of The Wooden Floor’s campus, 3) Growth and sustainability of The Wooden Floor Endowment Fund.

POSITION SUMMARY
The Development Manager is a key position to help sustain and advance The Wooden Floor’s fundraising and donor relations efforts in support of the organization’s mission and year-round programs. This position is part of a current Development Department of four, working closely with Director of Development (DOD), Development Operations Coordinator (DOC), Grants Consultant (GC), and the Communications Development Assistant (CDA). Under the direction of the DOD, the Development Manager executes and guides the organization’s fundraising strategies with a primary focus on mid-tier individual and corporate giving ($1,000 - $5,000+). The Development Manager will be responsible for a portfolio of individual/corporate donors, stewarding current relationships, while building new individual and corporate relationships with potential supporters. This position supports overall efforts in growing the organization’s robust, diverse donor base through assisting with the planning and execution of: fundraising/cultivation events, corporate/individual proposals, and annual appeals. Performance in this position is measured by successfully building and maintaining strong donor relationships and a high execution of fundraising strategies to meet designated initiatives and overall annual goals.

The ideal candidate is proactive and achievement-oriented, and equally enjoys building new donor relationships along with fundraising strategies to advance organization’s overall Fundraising Plan. This position requires strong attention to detail, discretion, and mature independent judgment in working with donors and handling sensitive and confidential information. In addition, s/he is flexible in performing a wide variety of special projects at the request of the DOD.

REPORTS TO: Director of Development (DOD)
CLASSIFICATION: Exempt
STATUS: Full-time (Monday – Friday, 9:00am to 6:00pm)
SALARY: $50,000 - $60,000

ESSENTIAL JOB FUNCTIONS
- Manage portfolio of 75+ mid-tier donors and Develop and execute personalized moves management strategies to encourage current and increased giving and engagement among mid-tier supporters
- Research and build new relationships with business and community leaders through community/board
connections, community events, as well as in-person visits and other cultivation strategies.

- Lead prospective donor campus visits, tours, and cultivation meetings
- Manage and execute donor acquisition strategies and direct mail/digital appeals
- Collaborate with DOD on redesign of annual appeals including Neighbors and Dance Partner program
- Design, implement, and manage welcome series for prospective donors and first-time visitors
- Facilitate drafting proposals, appeal messaging, acknowledgement letters, and reports
- Collaborate with Marketing Department on the execution of annual fund and special appeals collateral
- Under direction of DOD, collaborate with DOC on the execution of annual fund and special campaign initiatives plans, in alignment with comprehensive annual marketing calendar of activities and appeals
- In partnership with DOC, Manage planning and execution of annual fundraising events: Keep the Promise Wine Tasting Benefit™, Annual Concert Opening Night Reception, Step Beyond Annual Breakfast™, and Eat & Wrap Holiday Celebration
- Assist the DOD with data analysis and budget forecasting as needed
- Regularly assess and prepare reports on fundraising activity and outcomes to inform future strategies and progress towards goals

**REQUIRED EDUCATION, SKILLS AND LICENSURES**

- Bachelor’s or advance academic degree
- 3+ years of professional fundraising experience
- CFRE certification, or currently in process, is highly desired
- Knowledge of fundraising fundamentals and continuous learner in fundraising best practices
- Demonstrated success in securing individual gifts, corporate sponsorships, and event management
- High-energy professional with strong initiative to build new relationships
- Professional demeanor and experience working with high level community/business volunteers and Board of Directors
- Passion for youth and the arts
- Mission driven; business minded
- Demonstrated ability to work in a fast-paced, complex environment with the skills to establish priorities, set objectives, and achieve stated goals
- Excellent interpersonal, communication and writing skills
- Proficient in MS Office, donor database CRM (preferably Raiser’s Edge), and web research
- Handle and produce data and fiscal analysis for reporting purposes; consistently demonstrate high attention to detail
- Ability to pass criminal background check
- Possess a valid California Driver’s License and maintain a clean driving record

**POSITION INTERACTIONS**

- Internally, the Development Manager works most closely with development, marketing/communications and executive teams. Collaboration through thoughtful interaction and coordination with staff organization-wide is important to perform job duties. Externally, this position interacts with donors, Board of Directors, and the general public at events, performances, and presentations.

**COMPENSATION**

- Commensurate salary based upon demonstrated experience and qualifications.

To Apply: Send a copy of your cover letter and resume to: HR@TheWoodenFloor.org, Subject: Development Manager
**American With Disabilities Act Assessment:**
Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Frequently
Squat: Frequently
Crawl: Occasionally
Climb: Occasionally
Kneel: Not applicable
Handle Objects: Occasionally
Push/Pull: Frequently
Reach Above Shoulder Level: Frequently
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Frequently
Carry/Lift loads between 25-50 lbs: Frequently
Carry/Lift Loads over 50 Pounds: Frequently
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Not applicable
Construction Activities: Frequently
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Occasionally
Confined Spaces: Occasionally
Elevated Work Location: Not applicable
Radioactive Materials: Not applicable
Temperature Variations: Occasionally
Gas System: Not applicable