



Job Title: Fund Development Manager	Last Date Modified: October 18, 2018
Exempt/Non-exempt: Exempt	Full Time / Part Time / Seasonal: FT
Schedule: Weekdays, Weekends, Holidays	Minimum Hours: 40
Organization: Development	Supervisor Title: Executive Director

The Fund Development Manager is responsible for managing Fairytale Town's development programs including annual fundraising, grants and sponsorship programs, oversight of special events, planned giving, and capital projects when needed.

This is an exempt, full-time position with a minimum of 40 hours per week. The schedule includes Weekdays, Weekends, and Holidays. The Fund Development Manager's supervisor is the Executive Director.

Job Duties: *Duties may include but are not limited to:*

- Development of annual fundraising goals, budget and work plan.
- Staff liaison to the Development Committee and the entire Board of Directors in relation to all fundraising matters.
- Planning and implementation of all development efforts including cultivation and solicitation of sponsorships, creating Giving Day campaigns, and production of direct mail appeals.
- Research, cultivate and solicit gifts from individuals, corporations, foundations, organizations and government agencies.
- Develop relationships with board members, donors, and other members of the community that lead to increased charitable giving and volunteer involvement for the Fairytale Town.
- Oversee the grants management process including the timely submission of grants, reports and other documents to assure compliance and good relationships with granting agencies.
- Develop and manage the Development Department budget and oversee the management of the special events budget.
- Participate in park programs and events on evenings and weekends.
- Prepare monthly queries and financial reports.
- Process all incoming gifts and prepare thank you letters.
- Participate in outreach events and workplace giving presentations as needed.
- Work collaboratively with the Marketing Department on the production of fundraising collateral materials and other publications that improve fundraising success.
- Passion for working with and educating children and adults.

Job Skills/Experience Requirements:

- Three years of fund development, sales and/or customer service experience.
- Success in growing sales, memberships or increased development income.
- Proficiency and experience with the use and access of database systems.
- Project Management experience.



- Understanding of basic fundraising principles, and IRS rules affecting charitable giving, ethics in fundraising, and marketing.
- Computer literate in all Microsoft Office applications, office equipment, internet research.
- Excellent communication skill: written, verbal, as well as good listening skills.
- Ability to work in collaboration with a team of professionals.
- Ability to work with a diverse group of volunteers and board members.
- A skilled ambassador who can help build bridges with both internal and external stakeholders.

Job Skills Desired:

- Experience using Raisers Edge, eTapestry, Donor Perfect or other fundraising software.

Education / Certifications:

- B.A. required in Marketing, Communications or other business related field.

Job Abilities:

- Possession of a valid California driver's license and reliable transportation.
- Ability to lift 25 pounds.
- Able to work around and in close contact with animals daily.

Application Process:

Send resume and cover letter to Sherri Adams, sdadams@fairytaletown.org by January 25, 2019

For information on Fairytale Town please visit www.fairytaletown.org

Please no phone calls.