

**Job Title**

Development Manager

**Reports To**

The Development Manager will report to Executive Director.

**Job Overview**

The Development Manager is responsible for managing JSAW's fundraising efforts so that we can effectively carryout the mission of making riders into disciples. Time will be spent serving donors, organizing fundraising activities and developing JSAW's funding sources. Success for the position looks like exponential growth for JSAW's fundraising.

**Pay & Hours**

\$38,000-\$58,000 salary based on experience

Full Time – Flexible schedule

**Responsibilities and Duties**

- Raise \$40,000 in new donations in year 1 and 2.5X salary in year 2
- Manage 400+ existing donor relationships and database in Donor Perfect
- Assist Executive Director in raising budget of \$332,000 in 2019 with plans for growth in the next 2-3 years
- Acquire new donors, church & business support, as well as foundations and grants
- Produce and execute an annual development plan with the Executive Director
- Lead JSAW's annual Night of Action banquet and silent auction to raise \$30,000
- Assist Board of Directors, Executive Director, staff and volunteers in fundraising efforts: donor research, appointment setting, coordinating appeals, email campaigns, events, etc.

**Qualifications**

- Authentic person
- Servant Leader
- Relentless faith in Christ
- An executer with a strong relational personality
- Minimum 2 year of experience in fundraising, events, database management, grant writing or sales
- Highly motivated and professional
- Bachelor's degree in applicable field ie.) ministry, business, marketing
- Highly detail oriented