

Senior Development Manager

Location: Virtual/Remote office; must reside in the Washington, D.C. metro area

Reports To: Chief External Affairs Officer

Status: Full-time, exempt

Are you willing to work hard and help usher in the future of an organization? Do you have a passion for supporting military families? Do you want to be a part of a team that is revolutionizing an organization? Do you enjoy identifying opportunities to make an organization better? The **Senior Development Manager** is responsible for raising the funds necessary to advance the mission of the Blue Star Families, and increasing the awareness of BSF programs and their impact, including creating and implementing an effective development plan with a focus on building partnerships with a portfolio of foundations, corporations, and nonprofits.

A day in the life:

- Create and implement development strategies to grow philanthropy from corporations, foundations, and individuals for BSF programs and initiatives that need financial support.
- Maintain and grow a portfolio of donors. Develop and submit compelling letters of inquiry, grant proposals, appeal letters, corporate giving/sponsorship requests, in-kind requests, reports, and stewardship materials.
- Participate in donor visits with the Chief Executive Officer, Chief External Affairs Officer and Chief Operations Officers, and/or other internal staff.
- Monitor and manage the foundation/corporate/nonprofit giving strategy, pipeline, and progress to fundraising team goals.
- Provide cross team leadership, strategy, and narrative guidance on large scale proposals.
- Supervise Development Associates as needed; providing guidance and support on grant applications, reporting strategies and implementation, and appeal letters and other written requests.

- Oversee strategy for prospecting new foundation and corporate philanthropic support.
- Work with department designee(s) to create and report on budgets and program narrative to support grant and sponsorship proposals. Work with staff to ensure each project or program is meeting proposal conditions and expectations.
- Operationalize internal processes for funding requests and reports, stewardship activities, and ongoing relationship cultivation with donors.
- Support execution of the annual fund through appeal letters, acknowledgements, and stewardship to increase individual philanthropic support and meet team fundraising goals.
- Collaborate with Development Team to create strategic approaches to working with corporations and their foundation counterparts. Participate stewardship activities.
- Actively maintain the CRM database with pertinent information for proposals, requests, appeals, reports, gifts, and relevant contact information. Contribute to maintaining accurate funding data.
- Collaborate with colleagues across the organization. Actively participate in All Staff meetings, staff in-service training, and other meetings.
- When representing the BSF to both internal and external audiences, articulate impact, desired image and position to all audiences.
- Contribute to building a cohesive, flexible, and productive staff environment that demonstrates the values and mission of BSFs and delivers high-quality customer service.

To land this job:

- You have a bachelor's degree in English, Communications, Public Relations, or a related field with at least five years of development experience in a non-profit setting; or a combination of education and experience providing equivalent knowledge.
 - Graduate degree in business and public administration preferred.

- You have demonstrated leadership, management, and interpersonal skills, particularly in creating positive, productive collaborations across the organization.
- You have experience writing compelling fundraising materials.
- You have experience conducting research, collecting and reviewing relevant data, analyzing reports, identifying trends, and reporting results.
- You have experience managing a portfolio of donors, including developing and cultivating donor relationships.
- You have experience managing projects with a diverse group of individuals, ensuring successful and timely completion of tasks.
- You have excellent written and verbal communication skills, and the ability to communicate effectively with a diverse group of individuals, including donors, volunteers, and staff.
- You have strong computer skills in Microsoft Office including Word, Excel, and Outlook.
- You are a self-starter who works independently and takes initiative; is flexible, collaborative, adaptable, organized, and has a strong attention to detail; and thrives in an ever-changing, fast-paced environment.
- You have the ability to coordinate multiple projects while managing conflicting priorities and deadlines.
- You have the ability to remain current on fund development methodology, including donor acquisition, stewardship, and philanthropic trends.
- You have the ability to work with a wide range of sensitive and confidential issues.
- You have excellent independent decision-making skills and strong resourcefulness.
- You have the ability to work a flexible schedule, including some evenings and weekends as required by position responsibilities.
- Moderate travel is required to attend meetings, trainings, events, etc. Limited out-of-town and overnight travel may be required.
- You may have:
 - Familiarity with membership-driven organizations

- Familiarity with the military community
- Experience with Customer Relationship Management (CRM) systems; familiarity with Salesforce a plus

The cherry on top:

We offer

- Dynamic growing organization
- Flexible/remote work environment
- Flex Friday Schedule
- 403(b) with matching contribution
- PCS Leave for Active Duty Families
- Communications stipend
- Short Term Disability
- Paid Time Off
- Professional Development opportunities
- Ten paid holidays per year

How to apply:

Please prepare resume and cover letter telling us why you would be a good fit – apply at the following link - <https://recruiting.paylocity.com/recruiting/jobs/List/1900/Blue-Star-Families-Inc>