



Development Manager Job Description

The Development Manager will be an integral part of the development and fundraising efforts of Camp Luther including but not limited to programs such as Major Gifts, Annual Giving, Planned Giving, and execution of the Development Plan. Other responsibilities of the Development Manager will be to:

- Implement the Annual Appeal campaign, which includes but is not limited to: 1) creating and expanding the development plan and calendar, 2) managing the direct mail campaigns, 3) coordinating the Annual Appeal;
- Provide professional support to the staff and Society in implementing special events, prospect management, donor recognition, donor stewardship and other related activities including development and foundation research, data base management, donor history and financial reports;
- Develop an efficient, effective alumni communication and involvement program;
- Develop an efficient, effective association member communication and involvement program;
- Be a member of the Campaign Team;
- Work closely with the Executive Director, Staff, Board of Directors, and other key internal and external stakeholders;

Represent Camp Luther before a variety of individuals and groups, providing information about programs and fund raising activities;

- Research grant prospects, both individual and foundation, write proposals and reports;
- Provide rigorous oversight/tracking and continuous improvement of all development systems and procedures including membership and major donor renewals, acknowledgments, appeals;
- Establish and maintain contact with prospects to develop their interest and participation in Camp Luther's fund raising projects and provide information concerning the use of the gifts;
- Produce development materials including annual reports, newsletters, on and offline solicitations, and member and donor-related templates;

- Monitor, assess and report on Short Term, Mid Term and Long Term fund development goals, and prepare regular progress reports for the Board;
- Plan and implement the stewardship and liaising with Camp Luther's donors, as well as track and implement recognition activities;
- Plan and direct volunteer activities in relation to development events;
- Create and Maintain an up to date current and future sponsors/donors/supporters/alumni database using appropriate and efficient software;

The position will be accountable to the Executive Director and effectiveness will be measured and evaluated by mutually agreed upon bench marks: