



Development Manager Job Description

Supervisor: Toledo GROWs Executive Director	Classification: Salary / Exempt
Employment Status: Full-time	Date Updated: 11/7/23

Summary: Reporting to and in partnership with the Executive Director, the Development Manager will spearhead development efforts for Toledo GROWs. This includes planning and executing fundraising events and cultivating donors and sponsors. A new position in the organization, the Development Manager will have the opportunity to raise funds with the goal of organizational sustainability in addition to broadening development functions. Additionally, the Development Manager will assist the Executive Director with simple accounting needs to maintain best practice separation of duties.

Essential Duties & Responsibilities:

- Work with Executive Director to create and implement the Development Plan that incorporates a range of strategies including annual giving, major giving, grants, corporate, in-kind giving, social media, and special events.
- Lead on all donor communication, recognition, and stewardship strategies.
- Lead the planning and execution of all fundraising events, including Crosby Festival of the Arts and Harvest Market Dinners, working closely with the Executive Director and board event committee: securing, communicating with, and meeting the needs of artists and food vendors; securing contracts for services and materials needed; working with contracted volunteer coordinator to fill needs; coordinating logistics during the events; follow up after events.
- Partner with the Board Marketing and Events Committee on strategy and take meeting minutes.
- Develop and maintain reports on donations and grants as required by funders.
- Maintain donor contact records, donations, solicitations, and gift acknowledgment.
- Responsible for the mailings of all development correspondence, including the timely acknowledgement of donated funds.
- Identify new donor and grant opportunities for Toledo GROWs.
- Maintain the integrity and accuracy of the website, working with website agency and other Toledo GROWs staff.
- Assist Executive Director with accounting needs including bank deposits, issuing checks, payroll, sales tax, and other duties so as to maintain best practice separation of duties.
- Establish relationships through networking with other community organizations, businesses, and potential partners.
- Performs other duties as assigned.

Supervisory Responsibilities: None at this time, aside from occasional supervision of volunteers.

Required Skills:

- Minimum of a Bachelor's Degree in fundraising or related field
- At least two years of experience in development, fundraising, or event management
- Knowledge and experience with data entry systems and reporting
- Ability to prioritize, multi-task, and follow through with minimal direction
- Attention to detail, good organizational skills
- An understanding and belief in the mission and work of Toledo GROWs

- Flexibility in varied job assignments
- Upbeat, positive attitude
- Willingness to pitch in where needed as a team player with other staff members
- Excellent verbal, written, and interpersonal communication skills
- A valid driver's license is required

Preferred Skills:

- Non-profit experience
- Knowledge of social media tools: Facebook, Instagram, and website management
- Knowledge of the Toledo area and community
- Proficient in Word, Excel, and Outlook

Work Hours and Setting:

- Flexible workplace and hours: majority of work hours between 8:00 and 4:30; some evenings and weekends required
- The individual will work inside and outside with others. At times, the work environment may be loud with the possibility of exposure to extreme heat.

Physical Requirements:

- Maintain dexterity, vision, and coordination, sufficient to perform essential functions
- Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, reaching, etc.)
- Reasonable accommodations may be made to enable individuals to perform essential functions.

Toledo GROWS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

To Apply:

- Send resume and cover letter via e-mail by December 1, 2023 to Yvonne Dubielak, Executive Director Yvonne.dubielak@toledogrows.org
- Attachments must be in .doc or .pdf format; do not include resume in the body of your e-mail