



Development Manager

Type of position: Salaried

FY25 Hours Target: 40 hours / week, in person

FY25 Annual Compensation Target: \$60,000

Job Description: Medical Home Plus (MHP) is a growing and thriving not for profit organization supporting families of children with special needs. MHP is the only entity that provides scholarship funds to assist these families in great need of educational support for their children in Virginia. Similar fee-for-service arrangements with professionals of this caliber can cost thousands of dollars out of pocket and are therefore unattainable for many middle-class families and beyond. By providing scholarship support, MHP is “leveling the playing field” for these children regardless of their family’s ability to pay or their child’s diagnosis and changing the trajectory of these children’s lives forevermore. The ability to provide such a critical and high-demand service resides with our ability to continually fundraise.

MHP has a current annual budget of \$800,000 with a staff size of 15. We are rapidly expanding our programs and the number of families we serve in Virginia. **This is a new venture for MHP in hiring a full-time development position at the organization with the goal of increased fundraising to support our mission growth. We are looking for someone excited by this opportunity to help us grow!**

Key Qualifications:

- **Experience fundraising in a midsize not for profit organization**
- **Knowledge of fundraising best practices and experience with grant writing and outcomes reporting** at a minimum level of \$75,000 annually awarded.
- **Commitment to superior donor experience** providing a positive, rewarding, and inspiring experience to our donors and their families / employees / associates.
- **Database administration experience** with systems such as Salesforce, Constant Contact, social media, Auctria, etc as utilized by MHP to house and analyze donor information. Experience with these specific systems is not required, but demonstrated skill working with systems that perform similar functions is an important qualification.
- **Strong written and verbal communication skills** and ability to communicate tactfully, clearly and accurately with our donor audiences in written and verbal settings such as in person, by phone, by email, by letter or by webinar.

- **Exemplary accuracy and detailed reporting** to ensure quality and timeliness of core reporting that supports funding of MHP's programs.
- **Excellent time management skills** and ability to be flexible and efficient, adjusting priorities as necessary in a midsize organization.
- **Integrity and respect for client and donor privacy**
- **Engaging personality and active team member** who can work collaboratively and flexibly and in a self-directed environment.
- **Bachelor's degree**

Job Responsibilities

1. **Donor Cultivation** – Maintain regular communications with existing and prospective donors/funders. Manage all acknowledgements, receipts and other cultivation outreach. This position will have a particular focus on mid-level donors in collaboration with MHP staff and board leadership teams.
2. **Fundraising Event Management** – Manage all fundraising events to include ongoing campaigns such as community giveback nights. Develop and execute donor appreciation events and prospecting events.
3. **Uncork Hope Event Management** – Develop strategy to drive MHP's signature fundraiser, Uncork Hope, held annually in the fall. The typical structure of this event includes a silent auction, Spirits Wall, and live ask. Communicate and foster stakeholders, both internally and externally. Manage Uncork Hope volunteer committee to include scheduling regular meetings, recruiting, cultivating, and engaging committee members. Plan and execute marketing plan relative to the event (social media, sponsorship packets, general communications, etc). Other duties as assigned.
4. **Marketing/Communications/Social Media Management** – Develop and implement consistent annual social media/marketing and communications strategy that fosters internal and external engagement, reinforces MHP's brand, provides donors with regular reinforcement of the impact of their gifts, and engages new prospective donors with MHP's mission. In addition to overseeing the implementation of regular communication via social media via a contracted professional firm, curating content for email and other channels, the Development Manager will develop and distribute an annual report.
5. **Follow Events and Resource Opportunities in Richmond area** – Stay abreast of opportunities for MHP to cultivate and strengthen client referral sources, board development and community partnerships and communicate such activities to MHP leadership/ represent MHP at approved community opportunities.
6. **Grants Management** – Work collaboratively with MHP's grant writer to prospect new grant opportunities, cultivate meaningful relationships with foundation, write and submit grant applications, manage grants administration in collaboration with MHP staff leadership team, and gather specific data to complete and submit grant reports to funders at the completion of each contract.
7. **Data Entry** – Ensure that all donor, prospect, and donation data are accurately entered into Salesforce. Ensure that the donor database is free of contact, address and account duplicates without data loss. Maintain overall health of the database to allow for accurate reporting and donor/prospect communications.

8. **Campaign List Development** - Generate reports from Salesforce providing analysis of donations by type of donor, organization, and/or any other criteria requested by leadership. Generate lists of campaign prospects from Salesforce for strategic stewardship opportunities.
9. **Financial Reporting** – Produce ongoing fundraising score card reporting to the board, impact reports and other reports as requested.
10. **Board Engagement** – In collaboration with the MHP Executive and Development Committees, communicate fundraising strategy to MHP Board of Directors and foster board engagement amongst members. Work with board members to prospect new donor and corporate contacts. Ensure Board is participating in fundraising events, particularly Uncork Hope, and that the Board is helping to grow MHP’s overall fundraising capacity. Serve as the staff liaison on the board’s Development Committee.
11. **Other Projects** – Complete other projects as assigned.

PLEASE SUBMIT COVER LETTER AND RESUME TO NISENSEN CONSULTING, LLC

ATTENTION: AMY NISENSEN

MHP DEVELOPMENT MANAGER

amy.nisenson@gmail.com

SUBMISSIONS ACCEPTED UNTIL FRIDAY, MAY 31, 2024 COB