GROVE CHRISTIAN OUTREACH CENTER
Development Manager

About the Organization

Grove Christian Outreach Center is a faith-based nonprofit organization with a stated mission to foster relationships through love and grace in order to improve the overall health of the Grove community. We accomplish this by providing food, clothing, financial assistance, school supplies and other support to vulnerable families.

We strive to offer a fun, supportive work environment with a team of staff and volunteers that work collaboratively to meet the mission on a daily basis. We believe in family and friendship and encourage fostering a supportive work environment that allows each team member to thrive and grow both personally and professionally.

General Job Description: This is a full-time, salaried and exempt position with a four-day work week (Mon, Tues, Wed and Fri). The position will be responsible for all aspects of developing, managing and executing a comprehensive marketing and fundraising plan. This position will also work with the Executive Director to oversee the development and implementation of a donor development process to ensure long term sustainability for the organization. The Development Manager is responsible for ensuring donor data is accurately managed for data integrity.

Primary Duties and Responsibilities

❖ Research, develop and manage fundraising appeals and campaigns
❖ Research and identify new grantors, donors and funding opportunities
❖ Work with other staff to develop and manage social media and print media campaigns and awareness
❖ Write grant proposals, manage mailings, events and marketing initiatives
❖ Management of donor database to include: creation and distribution of marketing emails and tracking and reporting response rates while increasing digital footprint
❖ Develop and prepare marketing materials to include sponsorship packets, event materials and other needs for donor retention
❖ Maintain and strengthen relations with current donors through regular communication and engagement opportunities
❖ Participate in planning and execution of special events including donor recognition opportunities
❖ Assist with speaking engagements, check presentations, tours and representation at community events

Desired Qualifications

❖ Fundraising/grant writing or related experience required
❖ Bachelor’s Degree or equivalent working experience in the nonprofit sector
❖ High level proficiency in Windows, Microsoft Office Suite; ability to learn and manage different software packages for donor data tracking; working knowledge of internal and external communication technology
❖ Ability to relate effectively with staff, volunteers, GCOC guests and the general public
Working Conditions and Benefits

❖ Position is full time (35 hours a week). Occasional night and weekend hours may be required throughout the year.
❖ Salary Range $48-52K commensurate with experience
❖ While presence in the building is important in order to become familiar with the mission and the families we serve, a hybrid work situation is a possibility if desired.
❖ The Center closes for two weeks at Christmas, all major holidays are paid holidays and there is a generous PTO package.
❖ There is no medical/retirement package at this time

Essentials

❖ Commitment to serving vulnerable populations with compassion and empathy
❖ Must be available to work nights and weekends as needed for Special Events
❖ Excellent writing skills and the ability to communicate compelling stories
❖ An ability to work independently while accepting responsibility and remaining fluid in a changing environment
❖ Excellent interpersonal skills and a sense of humor
❖ Must have personal transportation