



## **Development Manager**

MIRA has entered an ambitious period of growth and seeks to further improve upon donor engagement, development infrastructure, and external facing events. The Development Manager will take an active role in furthering MIRA's professional outreach to supporters and stakeholders, and refining the organization's moves management processes within MIRA's Development Strategy created by the Senior Director of Advancement.

The Development Manager plays a pivotal role in advancing our comprehensive fundraising strategy to ensure long-term sustainability. Reporting to the Senior Director of Advancement, the Development Manager will be responsible for supporting the implementation of the annual development plan that deepens engagement of MIRA's current donors and prospects by leading or supporting on critical fundraising functions, including prospect research, donor engagement, and CRM and development operations management. This is a full-time position. Some evening and weekend availability is required during peak periods.

### **Core Responsibilities**

#### **Prospect Research**

- Perform regular wealth screenings of donor pipeline to maintain accurate and updated prospect data
- Conduct donor and prospect research and analysis based on requests from Senior Director of Advancement, Executive Director and Corporate Engagement Specialist
- Collaboratively develop, launch and administer a moves management process that supports data input on donor interactions; provides insights on movement of donors through the pipeline; delivers qualitative and quantitative data on monthly/quarterly fundraising activity; and other related reports

#### **Donor Engagement**

- Regularly refresh major donor, board member and annual fund communication lists
- Partner with Senior Director of Development, Executive Director and Corporate Engagement Specialist to design compelling written materials to directly support fundraising efforts, including grant proposals, impact reports, appeal letters and presentations
- Assists in the planning and delivery of external-facing events, specifically MIRA's annual gala.

#### **Development Operations and CRM Management**

- Owns gift processing and generates weekly receipt report and assists in reconciliation between CRM and accounting-side receipts
- Regularly report on progress to goals and metrics, and overall fundraising activities to produce key insights and observed trends
- Compile a list of team-crafted policies and procedures into a Development team manual for the team's use
- Continue to identify opportunities to evolve current systems, such as CRM, to ensure that donor and grant management is efficient and effective

## **Requirements**

- BA in business, finance, or related field or equivalent experience 3-5 years in a development role, preferably with donor outreach experience
- 3 years of directly related, progressively responsible experience in fundraising, events, prospect research, data management, and/or analytics.
- Ability to work collaboratively with multiple clients and stakeholders, both internal and external within a dynamic, fast-moving team under pressure of tight deadlines.
- Experience using Raiser's Edge or other CRM fundraising systems to track prospect and donor data
- Entrepreneurial and organizational development approach to fundraising in a small team
- Working knowledge of development best practices, fundraising tools and technology, including donor databases, mass mailing, and wealth screening tools and practices
- Experience with grant writing and reporting
- Excellent communication and interpersonal skills
- Commitment to the vision and values of the organization, including those of coexistence, pluralism, equality, and social justice.

## **Salary Range:**

The salary range for the position is \$60,000-70,000 depending on experience

MIRA is an equal-opportunity employer that celebrates diversity and seeks a broad representation of the communities served within its staff.