



# SOULSVILLE FOUNDATION

**POSITION TITLE:** Development Manager

**SUPERVISOR:** Chief Executive Officer

**FLSA STATUS:** Full-Time Regular, Exempt

## **SUMMARY:**

The Development Manager will work with the Chief Executive Officer (CEO) in securing funds for the Soulsville Foundation to support initiatives of The Soulsville Charter School, the Stax Museum of American Soul Music, and the Stax Music Academy. This position will work to influence and build relationships with individual donors, corporations, foundations, and volunteers and will assist in planning, developing, and maintaining fund-raising program initiatives, campaigns, and events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Fundraising

- Assist with creating and maintaining annual fundraising plan and related calendar.
- Maintain timely and consistent contact with donors and potential donors in order to establish, sustain, and enhance positive relationships leading to ongoing gifts.
- Assist in developing/updating and implementing strategies with Soulsville leadership to cultivate, solicit, and steward major and legacy gifts from individual and other donors.
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Work to create and implement ongoing campaigns designed to build the donor base and increase engagement.
- Support the CEO in the solicitation of individuals, corporations, foundations, and other groups.
- Work closely with the CEO, board of directors, and development committee to enhance their involvement in fundraising and to support board members in fulfilling their fundraising responsibilities.
- Stay informed on fundraising trends and best practices in the nonprofit sector.
- Provide training and support to staff and board members involved in fundraising activities.

### Stewardship:

- Responsible for the gift acknowledgement process and thanking donors in a timely manner.
- Monitor Foundation's compliance with donor gift intent and grant requirements.
- Develop and maintain a comprehensive donor stewardship plan.
- Ensure compliance with all relevant regulations and ethical standards in fundraising.

### Special Events

- Develop strategies and oversee fund-raising events consistent with the Soulsville Foundation's mission and supportive of the strategic goals of the organization.
- Maintain events calendar.
- Manage the implementation and logistics of Soulsville Foundation fundraising and donor stewardship/cultivation events.
- Assist with securing corporate sponsorship, both cash and in-kind, for events via proposals and grant requests as needed.
- Coordinate and support fundraising volunteers, including training and acknowledging their contributions.
- Screen requests from business and community groups requesting permission to do a Soulsville Foundation fundraiser
- Schedule and document post event debriefing.

#### Database Management:

- Manage gift entry and donor acknowledgement process.
- Maintain donor and foundation records to ensure accuracy and efficacy of donor database.
- Prepare and present monthly and annual fundraising reports to leadership on activities and progress towards fiscal goals and strategic vision.
- Utilize donor management software to track and analyze fundraising efforts.

#### Planning

- Participate in long range planning and annual budgeting process.
- Develop and implement a development plan in line with the Foundation's strategic objectives.
- Collaborate with other departments to ensure fundraising efforts align with organizational goals.
- Act as a member of the Soulsville team by attending meetings and providing input to strategic initiatives.

#### **NON-ESSENTIAL JOB FUNCTIONS**

- Perform other reasonable duties as assigned by Soulsville management

#### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND EXPERIENCE**

- Bachelor degree in marketing, public relations, communications, or related subject.
- Minimum of four (4) years fundraising or development, preferably in a nonprofit environment.
- Proven track record of successful fundraising and special events, including major gifts, corporate sponsorships, and large fundraising events.
- Experience in the grant writing process and crafting strategic grant proposals.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Excellent communication skills, including writing, presentation, and public speaking.
- Ability to simultaneously handle multiple projects and work assignments from a variety of staff and volunteers.

- Possess a strong sense of protocol, tact, and diplomacy and ability to work well with a variety of people and personalities.
- Able to maintain confidentiality.
- Willingness to take and utilize constructive feedback.
- Proficiency with donor management software and MS Office Suite.
- Capable of working with volunteers and staff with sufficient maturity, judgment, confidence, and poise in a dynamic environment.
- Ability and willingness to work irregular hours.
- Ability to track and maintain expenses within an established budget.

**PHYSICAL DEMANDS**

Physical requirements include ability to sit for extended periods at a desk and at meetings on airplanes and automobiles, standing, climbing stairs, walking, mental pressure; lifting files, boxes, suitcases, etc., weighing up to 25 pounds. Ability to work flexible hours, including some weekends and holidays.

**WORK ENVIRONMENT**

Fast paced office environment and travel to client locations, events, etc.

Starting salary \$65,000

Apply at [info@soulsvillefoundation.org](mailto:info@soulsvillefoundation.org)