



**It's Okay to Get Help!**

**JOB DESCRIPTION**

**Position Title:** Fund Development Manager  
**Reports to:** Dr. Robert J. Brugnoli, Executive Director  
**Exemption Status:** Full Time, Exempt

**Qualifications:** Bachelor's degree preferred. CFRE certification a definite plus

**Salary:** Competitive

**Experience:**

- 5 years of fundraising and communications experience preferred.
- Experience working with a nonprofit Board of Directors and volunteer committees preferred.
- Capable of building excellent relationships in the community, especially the funding community.
- Basic understanding of nonprofit finance preferred.
- Understand and able to utilize a variety of tools and techniques for communicating with target audiences, *e.g.*, print and electronic media, including websites and newer electronic technologies.
- Proficiency with computers and computer software, including word processing and database programs. Experience with DonorPerfect Online is preferred.
- Ability to thrive and enjoy working in a dynamic environment with confidence, integrity, resilience, flexibility and a sense of humor.
- Belief and dedication to the mission of MHA and the ability to translate this to staff, current and prospective donors and community members and leaders.

**Responsibilities to include:**

The Fund Development Manager is responsible for securing revenue to help MHA achieve its mission by developing and implementing a fundraising strategy that includes, but is not limited to, annual appeals, fundraising events, and grants. The Fund Development Manager reports directly to the Executive Director and works in collaboration with MHA volunteers that include members of the Board of Directors and Philanthropy Committee, and is responsible for MHA's overall fundraising activities. The Fund Development goals are set to ensure a positive, mission-oriented tone to all revenue generating strategies.

This position will provide leadership and strategic fundraising direction to the agency's Board of Directors while building on existing development efforts and plans. This position will also implement and create new strategies and initiatives to retain and increase funding for all MHA programs. In addition, the Fund Development Manager serves as a member of the agency's senior management team.

**Essential Functions of the Position including but not limited to:**

**Fundraising Leadership and Organizational Management**

- Assist in the development of a detailed Fund Development Strategic Plan (revenues and expenses) annually with the Executive Director, Board's Philanthropy Committee and Finance Committee, in conjunction with the planning of the agency's annual budget. Implement, monitor and adjust according to the needs of the agency and progress of the team.
- Provide accurate information on a monthly basis to the Board of Directors and more frequent detailed analyses as necessary to the Executive Director, Board of Directors, Fund Development Committee and senior management team.
- Oversee and coordinate the annual fundraising program, including but not limited to:
  - Ongoing donor cultivation, solicitation and stewardship;
  - Personalized spring/summer and winter/holiday appeals to donors and prospects
  - Grant proposals to corporations and foundations executed by Executive Director;
  - Other fundraising events as determined and executed by the Executive Director.
  - Ensure timely acknowledgements for all donations; design and implement appropriate donor-recognition events.
  - Oversee the maintenance and accuracy of the computerized donor/prospect database (DonorPerfect Online).

**Public Relations / Marketing / Communications**

- Collaborates with the Executive Director, Marketing/Communications Director, and Marketing/Communications Committee of the Board regarding the development and management of the informational mailings, brochures, printed newsletters, the MHA website, and annual report.
- Collaborates with the Executive Director, Marketing/Communications Director, and Marketing/Communications Committee of the Board to maintain and develop the agency's image in the public media, relationships with outside individuals and organizations, and through external communications and utilization of electronic communications technologies (*e.g.*, website, electronic newsletter, Twitter, Facebook, etc.).

**Other Responsibilities**

- Other duties as requested.

**Application Process:** Email cover letter and resume to Dr. Bob Brugnoli, [rjb@mhairc.org](mailto:rjb@mhairc.org)