

# Position Description



<b>Development Manager</b>		
<b>Department:</b> Development		
<b>Location:</b> Partial virtual office (telecommuting from home); partial Washington, DC office or San Diego, CA office		
<b>Job title:</b> Development Manager		
<b>Reports to:</b> Development Director		
<b>Classification:</b> Employee – Exempt	<b>Position type:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Hours:</b> 35 hours per week
<b>General description</b>		
<p>The Development Manager manages the fund raising activities of the organization, working closely with the Development Director and programming staff.</p> <p>The position can be based anywhere in the United States with a strong preference for San Diego, CA or Washington DC. The position allows for flexible schedules and ability to work from home (35 - 40 hours per week). Salary will be commensurate with experience.</p>		
<b>Key job functions</b>		
<p>Support Fund raising Activities:</p> <ul style="list-style-type: none"> <li>• Lead donor stewardship, donor database, and prospect management and launch direct mail programs.</li> <li>• Act as liaison with vendors and internal resources for all development activities, including online giving.</li> <li>• Prepare and produce lists for direct marketing efforts.</li> <li>• Maintain donor files and manage list for special projects, campaigns and events.</li> <li>• Support other functions as needed to support fundraising objectives.</li> <li>• Develop and maintain a donor portfolio of prospects with ability to give \$10,000+.</li> </ul> <p>Donor Research, Communications, and Stewardship:</p> <ul style="list-style-type: none"> <li>• Draft and edit letters of acknowledgement, updates, proposals, reports, and other documents.</li> <li>• Develop and update prospect research reports and any funding profiles.</li> <li>• Participate in the development of fundraising strategies and donor stewardship plans.</li> <li>• Maintain contact database and mailing lists: coordinate stewardship email blasts and mailings.</li> <li>• Draft and edit letters of inquiry, grant applications and/or proposals.</li> <li>• Assist with donor communications and outreach as needed.</li> </ul> <p>Department Coordination and Administrative Support:</p> <ul style="list-style-type: none"> <li>• Prepare PowerPoint presentations and visual aids, as needed for fundraising initiatives.</li> <li>• Coordinate development department monthly &amp; quarterly updates.</li> </ul>		

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- Serve as central resource for development activities.
- Supervise administrative interns and volunteers.

## Institutional Coordination and Training:

- Coordinate and edit quarterly updates to highlight donors, volunteers and partners in marketing communications.
- Participate in regular fundraising strategy meetings with program staff and BSF executive staff.
- Serve as a point person within the organization for development needs.

## Required experience, skills, background

- Entrepreneurial temperament, and the ability to execute the development plan without continuous supervision by superiors.
- Excellent interpersonal skills, communications skills and organizational skills
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint); Google Apps and Salesforce experience desired.
- Knowledge of social media and online organizing preferred.

## Desired experience, skills, background

- Nonprofit communications and management experience preferred.
- Familiarity with membership-driven organizations.
- Familiarity with the military community.
- Experience with Customer Relationship Management (CRM) systems; familiarity with Salesforce a plus.
- Working knowledge of email service providers (ESP) and targeted marketing campaign runs.

## Salary and benefits

Salary will be commensurate with experience. Benefits package includes paid time off, a 403(b) retirement plan, the ability to telecommute from home, and flexible work hours.

## Equal opportunity

Blue Star Families is an equal opportunity employer. We do not discriminate on the basis of age, race, ethnicity, religion, national origin, gender, sexual orientation, or disabilities.

As part of our commitment to the military community, we encourage applications from veterans and military family members.

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## About Blue Star Families

Formed in 2009, Blue Star Families is a fast growing, high-profile nonprofit organization with a mission to strengthen military families and our nation by connecting communities and fostering leadership. Blue Star Families is a virtual organization with employees and volunteers located around the world. With more than 100,000 members and 50 Chapters at military installations across the globe, Blue Star Families is the nation's largest Chapter-based nonprofit serving America's military families.

## How to apply

Please email resume and cover letter including salary requirements – with applicant's full name in the email subject line – to [HR@bluestarfam.org](mailto:HR@bluestarfam.org). No calls, please.